



Program Management Information Services Ltd.

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CELEBRATING
175 YEARS
1835-2010



Course SM005:

Best Habits of Effective Project Management

The aim of this course is to significantly improve participants' capacity to better manage their Programmes/Projects through utilising "Best Habits of Effective Project Management". We will also give an overview of the traits of the destructive habits of ineffective people and how they may negatively impact on your Programme.

Course Aims:

- A knowledge of the 5 Processes of Project Management
- An appreciation of the three primary elements of a Project/Schedule
- An overview of good Programme Control techniques
- An appreciation of proper documentation for your project
- An understanding of habits that help you become an effective Project Manager
- An overview of the traits of the destructive habits of ineffective people
- An understanding of how to present your Programme to non-project managers
- A better understanding of how to set KPI's for your Project

Course Objectives:

- To assist the participants to enhance their existing skill set in relation to Project Management
- To broaden the participants knowledge of the elements contained within an operating Schedule
- To highlight the habits which each participant needs to develop
- To demonstrate the benefits of good habits and how by applying them both you and your company benefit
- To gain an appreciation of the problems relating to 'selling' your programme as a good management tool both internally and externally
- To improve the appreciation of the benefits of managing the Schedule throughout the life of a project

Professional Development and Continuing Education Units:

- Engineer Ireland CPD Credit: 0.5

Prerequisite: None

Course Length: ½ day

Course Price Per Person: €325

*****Payment must be received in full upon registering in order to secure your place*****

Training Method:

- Interactive Learning - Group Discussion, Breakout Sessions, Presentation
- A high level of participation will be encouraged in the training modules to enable the participants to learn from each other's experiences and to enable a dynamic and non-theoretical format.
- PowerPoint, handouts and flipcharts will be utilised.

Participant Profile:

- Programme / Project Managers; Planners / Schedulers; Contractors; Sub-Contractors

Anyone interested in furthering their knowledge in relation to managing their construction Programmes.



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Course Outline:

- Welcome & Introduction to the Training Event
- 5-Processes of Project Management – An Overview
 - Initiation
 - Planning
 - Control
 - Execution
 - Close-Out
- Three Primary Elements of a Programme
 - Schedule (Scope)
 - Resources
 - Cost
- Programme Control Techniques
 - Updating – Best Practices
 - Documentation
 - Leveraging Power of Technology
- Best Habits of Effective Project Managers
 - Proactive
 - Forecast Completion
 - Prioritise CP
 - Collaborate
 - Communication
 - Improvement
- Traits of Ineffective People
- Presentation of Programme Related Data
- Key Performance Indicators and How to Display them