

Signature Series Seminars™

Managing Successful Projects

-On time, On Budget, Every Time!

Are your projects consistently behind schedule? Is it common for unplanned tasks to slow your progress and eat into your already tight budget? Are your customers getting tired of missed delivery dates? This seminar is designed specifically to give project managers and technical leads the tools to bring every project in on budget, on time, every time! You'll learn proven tips and techniques to:

- Identify all project tasks before you begin;
- Find and eliminate risks before they become problems;
- Build flexible plans and schedules that leave room for change; and
- Reduce costs to build budget reserve.

This course is designed to provide managers with techniques for planning, organizing and executing critical projects both within their organizations and for their clients. Whether you're managing a software development project, relocating a facility; building a new building; or entering into a new market, you'll gain skills critical to ensuring your plan is workable, affordable and stays on budget.

You'll learn how to:

Understand Project Fundamentals. You'll learn the steps to getting a successful project "off the ground". We'll discuss ways to ensure your project has the executive support it needs to get the people and resources you need to succeed.

Avoid "Surprise Tasks". Discussions and exercises will help you learn the questions to ask and the places to look for those "missed" tasks that too often go undiscovered until after the budget is set and work is well underway.

Identify, Quantify and Avoid Risks. We'll teach you techniques for finding risks early and for accurately estimating their cost and schedule impacts. You'll learn

how to develop mitigation and contingency plans to reduce or avoid your project's risks.

Organize and Manage Your Project Team. You'll learn the attributes of effective project teams and get tips and tools to organize and lead your team. You'll learn the problems common to cross-functional teams and how to avoid them. You'll learn techniques for resolving the personality and professional conflicts that inevitably arise on project teams. We'll discuss ways you to integrate third party providers into your project team more successfully.

Develop Accurate Cost and Schedule Estimates. We'll learn ways to help improve the accuracy of your cost and schedule estimates. We'll give you tools that help you track and manage cost and schedule performance throughout the life of your project.



SPINNING DISC®
Business & Technical Solutions

Call us or visit www.spinningdisc.com today for locations & times of these & other
Signature Series Seminars™

LAKELAND, FLORIDA

1120 Brook Meadow
Lakeland, FL 33811
863-648-5496

info-Lakeland@spinningdisc.com

ORLANDO, FLORIDA

19500 Quinlan Street
Orlando, FL 32833
407-568-0554

info@spinningdisc.com