

# Project Management Appreciation



Decide with Confidence

Today's competitive business world requires that successful people deliver results not only on time, but also within other restrictions such as manpower and budget constraints. To be able to achieve this, a person has to work well with his project team members and manage conflicts that may arise from time to time. To handle a project effectively becomes an essential skill for everyone. This 1-day appreciation program will provide you with an overall understanding of what constitutes a project. It then discusses the processes, tools and techniques necessary to handle complex activities and tasks. From starting a project to motivating a team, from the hard and soft skills that are required, from overcoming problems to successful project conclusion, all major aspects of professional project management are discussed so that you can be assured of optimum results every time.

## LEARNING OBJECTIVES

- ❑ Define what is a project
- ❑ Develop realistic and measurable objectives and goals to meet stakeholders' needs and project results
- ❑ Establish project time and costs resources using proven techniques
- ❑ Prioritize tasks based on urgency and importance
- ❑ Monitor and supervise the execution of tasks

TOPIC	ACTIVITY
Introduction	<b>Introductory activities &amp; magic</b> to introduce trainer, set course objectives, and set the participants' mind for the course.
The Message	<b>Activity</b> to form participants into groups for other activities later on in the day, and to introduce themselves. This will enable the facilitator to assess the competency level of each participant.
What Is Project Management?	<b>Activity</b> where participants attempt to define project, followed by <b>lecture</b> on: <ul style="list-style-type: none"> <li>• Common projects in everyday life</li> <li>• Bechtel's work in Kuwait – example of huge international project</li> </ul>
<ul style="list-style-type: none"> <li>• Phases of a project life</li> <li>• The Godzilla Principle</li> <li>• Triple constraints of a project</li> </ul>	<b>Lecture</b>
Defining the problem.	<b>Case Study</b> on the danger of not defining a project properly.
Morning Break	<b>Morning Break</b>
Project Definition: <ul style="list-style-type: none"> <li>• Defining the problem</li> <li>• Mission &amp; vision</li> <li>• Project objective</li> <li>• Terms of reference</li> <li>• Project sponsor</li> </ul>	<b>Lecture &amp; discussion</b>
Planning The Project: <ul style="list-style-type: none"> <li>• Why planning is indispensable?</li> <li>• Project pain curves</li> <li>• Ingredients of a plan</li> <li>• Changing the plan</li> <li>• Effective planning</li> </ul>	<b>Lecture</b>

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<ul style="list-style-type: none"><li>• Project risk management</li></ul>	
CXI Cellular	<b>Case Study</b> on common mistakes in project management.
Work Breakdown Structure: <ul style="list-style-type: none"><li>• Levels</li><li>• Characteristics</li><li>• WBS in a matrix organization</li><li>• Milestone plan</li><li>• Guidelines for estimating</li></ul>	<b>Lecture</b>

## ABOUT THE TRAINER – MR JOHN TEO

John Teo has more than 25 years of working experience in senior management and more than a decade of training, management development and facilitation experience.

John is the only Asian to win a magic invention competition organized by Sterling Magic Creations of USA. His articles on magic and tricks are being published in international magic periodicals such as The Linking Ring, Abracadabra, Magigram, Chicanery, etc. For the past several years, he has been invited to be one of the judges of an international magic competition.

Combining his success in management, business and magic, John is best qualified to teaching creativity and innovation. John had delivered Creativity workshops to Neptune Orient Lines, National Library Board, and McDonalds Asia Pacific. Here is what one satisfied customer said of his Creativity workshop : "Thank you, John, for all your valuable instruction and hard work at our McDonald's conference. You were much appreciated by all of our attendees for your wit, charm, knowledge of subject and ability to deliver. .... You're the best!" - *Carl (CW) Wolfe, Global Manager, Marketing, McDonald's Corporation.*

Besides Creativity and Innovation, John also specializes in the areas of Change Management, Leadership, Managing Conflicts, Handling Difficult People and Interpersonal Communications. Some of his clients include Jurong Shipyard, Land Transport Authority of Singapore, Management Development Institute of Singapore, Ministry of Defence and Singapore Prison Services.

John is a Certified Professional Behavioural Analyst (CPBA), and a member of the Marketing Institute of Singapore (MMIS). In addition, he also holds a Bachelor of Engineering from the National University of Singapore, and a Certified Professional Trainer from the International Professional Association, UK

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**Date:** 19 February 2008, 9am – 5pm  
**Venue:** Grand Park Plaza Hotel, City Hall

**Fee:** [ ] S\$350 for D&B Subscriber [ ] S\$390 for Non-subscriber  
(Includes materials, refreshments and lunch)

**EARLY BIRD – Fax in your registration before 18 Jan to receive a 10% off usual fee**  
**Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off usual fee**

**Fax the completed registration form to 6318 7832**

## Participant Profile

**Name 1:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

**Name 2:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

**Name 3:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **(S)** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Liaison Officer:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

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