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## Half Day Workshop 10-step Project Planning

### A Training Course for Effective Projects Planning and Execution

#### Introduction

Project plans and project networks have failed in most organizations to drive correct behaviors among program and project managers, executives, and resource managers. Many people involved in projects do not like to use project plans and networks because they are so cumbersome and often obsolete soon after execution begins. This course is devoted to correcting the problem of useless project plans and networks.

#### Objectives

This hands-on workshop aims to equip participants with a new and simple method for building a robust project network at the right level of detail to meet stakeholder needs with minimum risk.

You will find this course useful if you are:

- Someone who has built plans but found them too difficult to deal with or only useful for planning and not for execution.
- Someone who uses project plans but still has difficulty getting projects done on time, on budget, and within scope.
- Someone who has never built a project plan before.

#### Content

1. Define the project's measurable goals, tangible scope, and sponsor criteria.
2. Define the backbone of the project network.
3. Expand the skeleton of the network.
4. Define additional dependencies.
5. Check the network against project goals, scope, and deliverables.
6. Resource the project tasks.

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7. Scrutinize with subject matter experts.
8. Estimate time durations.
9. Reduce durations without compromise.
10. Perform a final risk assessment.

## Who Should Attend

Executives and professionals who want to know the effective ways of project planning

## Facilitator

### Ir. Dr. YK Chan

EngD (Warwick), DMgt (SCU), RE, FHKIE, CEng, FIET, RSSMBB, RLS, TOCICO Practitioner

Chairman, The Six Sigma Institute

Managing Director, SBTI\_HK Ltd

## Course code

SPP-18JUN22P

## Date

22 Jun 2018 (Fri)

## Time

3:00pm – 6:00pm (3 hour)

## Language

English material, conducted in Cantonese (supplemented with English)

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## Fee

SSI Registered Professionals / Six Sigma Community Buddies: Free

Others: HK\$500

## Enrolment:

