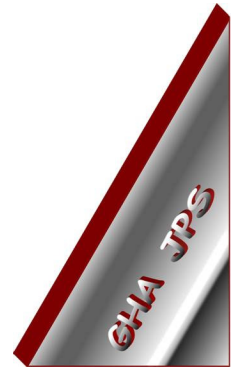


OUTLINE PROGRAMME

Project Planning

- 1 What is Project Planning?
- 2 Setting the Goals
- 3 Why Project Goals are Important
- 4 Six Criteria for Setting Goals
 - a. Specific
 - b. Realistic
 - c. Timely
 - d. Measurable
 - e. Agreed
 - f. Responsibility for achievement
- 5 Establishing Goals Step by Step
- 6 Risks and Constraints
- 7 Building the Project Team
- 8 Planning the Project
- 9 Work Breakdown Schedule
- 10 Network Diagrams
- 11 Steps to Creating Network Diagrams
- 12 Resources
 - a. People
 - b. Money
 - c. Equipment
 - d. Facilities
 - e. Materials and supplies
 - f. Information
 - g. Technology
- 13 Scheduling your Project
- 14 Budgeting your Project
- 15 Project Execution
- 16 Project Control
- 17 Conflicts
 - a. Amongst people
 - b. Availability of resources
 - c. Costs VS budget
 - d. Time
- 18 Critical Path Analysis
- 19 Project Closing
- 20 Evaluating the Project
- 21 Summary
 - a. Why projects don't meet their goals
 - b. Why projects succeed
 - c. 12 Rule of Project Management
- 22 Using MS Project 98/2000 to Plan, Control and Track your Project



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28 September, 2008
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