

SPC consulting group

PROJECT MANAGEMENT

Objective:

Study the topics and the proper sequence for conducting, planning and project management, considering the most important points of traceability and execution to accomplish the expected results through a practical and effective methodology.

Prerequisites:

- Knowledge on quality systems and process mapping development

Duration:

24 hours

Introduction

1. Define Project Opportunities

- Business Case
- Opportunity for improvement
- Scope and limitations
- Final goals and variables
- Team creation
- Change Management
- Communication plan and activities

2. Current Process Initial Map

- Suppliers, inputs, outputs, customer
- Identifying initial activities
- Main activities and critical path
- Ideal state and the current state variations
- The work breakdown structure (WBS Work Breakdown Structure)

3. Monitoring Plan Development

- Key indicators (quality testing)
- Operational indicators description
- Measuring and monitoring plan
- Roles and responsibilities
- Contingency plan
- Supplier development

4. Project Performance Analysis

- Formats
- Performance reports
- Costing and investments
- Containment plans
- Root cause
- Risk analysis
- Final solutions validation

5. Activities Implementation

- Critical path selection
- Main activities
- Times & stages review
- Results monitoring
- Implementation
- Delivery of supplies and resources
- Project documentation

6. Control Phase Preparation Team

- Review initial objectives
- Similar projects alternatives
- Final results confirmation
- Ideal state map
- Performance objectives
- Final tests
- Final customer feedback

7. Project Delivery

- Final stages acceptance
- Final project documentation
- Delivery format
- Continuous Improvement cycle
- Lessons learned documentation
- Project approval ending

8. Tools for Project Management

- MS Project Management
- Task management
- Design viewers