

<p>The Rexroth Drive & Control Academy</p>	<p align="center">Project Management for Automation - End Users</p>	
<p align="center">PM-1</p>		
<p>Aims</p> <ul style="list-style-type: none"> • To consider best practice principles of effective project management • Demonstrate through practical examples, the benefits of implementing a methodology that will guide any project through a controlled, structured and visible sequence of activities that will achieve the desired results. In the absence of such a methodology, those that initiate a project manage it and work on it will have differing views as to how tasks should be organised and when they need to be delivered. • To reflect the life cycle of a project, from initiation to closure, and draw on hands-on experience and real life case studies to illustrate the practical application of management tools and techniques that can deliver real benefit in the workplace • To focus on machine and systems procurement and the issues involved in the successful delivery of automation systems from machine builders and systems integrators 		<p>Course Content</p> <p><u>DAY 1</u> Project Initiation and Structure</p> <ul style="list-style-type: none"> • What is a Project and why do they fail? • Setting out the Business Case and Project objectives. • Project vs Product Life Cycle • The role of the Project Manager <p>CASE 1 – Consequences of a poor Business Case or ill-conceived project</p> <ul style="list-style-type: none"> • Project team structures and governance • Identification of key Stakeholders and managing expectations • Project deliverables and Tolerance • Building a Work Breakdown Structure and identifying key tasks and responsibilities • Identifying the right skills and building the Project Team <p>CASE 2 – Constructing the Project Organisation</p> <p><u>DAY 2</u> Project Planning</p> <ul style="list-style-type: none"> • Task scheduling, resource allocation and estimating • Identification of key milestones and dependencies (Internal and External) • Use of Microsoft Project as a planning tool. (live demonstration) • Risk Management • Identifying and quantifying risk • Contingency planning • Determine and monitor mitigating actions • Communication planning • Quality planning and conformance to specification • Managing safety in Project delivery • Procurement • Preparing Tender specifications and the procurement cycle • Supplier/Contractor selection • Contract terms and negotiation <p>CASE 3 – Inappropriate contract</p> <p><u>DAY 3</u> Project Delivery and Closure</p> <ul style="list-style-type: none"> • Monitoring & Control of Cost, Time and Quality • Project communication and reporting • Change management and Contract Variation • Team development and working – Is there time? • Contract management and closure • Project closure
<p>Pre-requisites No previous knowledge required</p>		
<p>Participants</p> <ul style="list-style-type: none"> • Maintenance Engineers • Project and production engineers • Project managers 		
<p>Notes</p>		