W4: Simple and Effective Project Management for Geoscientists

Coordinator(s)	Wayne Stasinowsky
Date(s)	Sun, Sep 01 & Mon, Sep 02
Time	08:45 - 16:45
Location	Crown Perth
Summary	Everybody thinks they can do project management but very few projects finish on time and on budget. Give yourself the best chance for a successful project. You will learn how to plan and manage your project including different strategies for getting it back on schedule and budget.

Schedule[*]

Day 1 (Lecture Format)

- Understand different types of project management and which type is best suited to your project, e.g. Waterfall, Agile and Kanban.
- Understanding how Scope, Cost, Schedule and Quality interact.
- Accurately estimate the duration of tasks and the project as a whole.
- How to include appropriate contingencies in cost and time.
- Recognize the critical path and what this means to managing the project.
- Recognize risks and how to mitigate them using scenario analysis.
- Coordinate various teams so they start at the correct time.
- Perform Earned Value Analysis to better predict the end of tasks and the project.
- Manage the performance of your teams.

Day 2 (Workshop Format using your own laptop)

- Introduction to Excel and OneNote as tools for project management.
- Setting up templates for Waterfall, Agile and Kanban project types.
- Tracking and monitoring your project's schedule and costs.
- Applying Earned Value to get the earliest indication of cost or schedule overruns.
- Applying different mitigation strategies for getting your project back on track