

# Common Sense Project Management™ for Public Sector

20 - 21 May 2004,  
Grand Hyatt Singapore



**This programme is  
currently offered at  
the University of  
California for credit.**

A Certificated Course of Study

This workshop has just been certified as a Continuous Professional Development programme with 7 Professional Development Units with the Professional Engineers Board in Singapore.

How to organise and budget ANY project in 3 hours or less and manage the time it takes to manage the projects.



Workshop Leader:

**Mike Rounds**

MSEE, Associate Professor,  
University of California,  
and the creator of this  
Copyrighted course and  
Author



# Common Sense Project Management™ for Public Sector

*Managing Projects, Priorities, and Deadlines*

**Because today's world changes at a blinding speed, your projects must be effectively managed to survive.**

Organising and managing your projects is the key element that determines success or failure but because most of the systems used in industry are adaptations of super-complex military-aerospace systems, they are virtually impossible to use for most projects.

**Stop wasting time using cumbersome systems that are ineffective and change to a method that lets you manage the project instead of managing the process!**

Efficient management of your projects is mandatory to guarantee that they're done on time and within budget, factors that are critical to the overall strategy of your organisation's existence.

Since projects do not manage themselves, organisations rely on the skills and resourcefulness of employees to manage and control a variety of projects while attending to their other duties and responsibilities.

In some cases, one person may be managing several projects simultaneously and without proper project management systems, projects are often delayed and completed long after the original planned delivery date.

This "juggling" of responsibilities has given rise to the need for an efficient and easily implemented system for managing all forms of projects without creating a burden on the responsible individuals.

**Common Sense Project Management™** is the answer to your everyday projects. It's a simple, easy to follow programme that's guaranteed to teach you how to organise, budget, plan, monitor and control your projects.



Everything in business, from company picnics to product development and manufacturing benefits from effective project management. Once you've learned these simple, yet effective techniques, you'll have **more time and less stress** on all your projects.



This workshop teaches participants simple techniques to accomplish more and gain control in spite of multiple assignments, increased workloads, and the need to maintain priorities and meet deadlines.

#### **Topics include:**

- Focusing on results (not just completing tasks)
- Maintaining personal motivation when under pressure
- Keeping control over concurrent projects
- Positive ways to deal with competing priorities and
- Selecting the jobs that count.

**The emphasis is on planning, organising and prioritising strategies that work.**



The **Common Sense Project Management™** system taught in this workshop provides integrated solutions, ensuring that your project team has the tools it needs to stay focused and get the job done.

The workshop focuses on the employee who has moved, or is about to move, into a project management position or who is assuming project management responsibility. It will emphasize maximising time efficiency resource planning and problem solving

#### **Programme Agenda**

##### **1. Background and definitions of Project Management**

- So, what is project management - really?
- How does project management differ from other management principles?
- How did it develop?
- Rate yourself as a Project Manager

##### **2. The Benefits of Planning**

##### **3. The Dangers in Planning**

##### **4. So what? [Why?] Manage projects?**

- Target? [What?] What do we want to accomplish?
- Time? [When?] How soon do we need it completed?
- Budget? [How; Where; Who] How do we accomplish it? Where do we do it? Who's going to do it?

##### **5. The "Speed Schedule™" method of planning a project**

- Budgeting Tips
- Planning
- Scheduling
- Controlling

##### **6. Setting up a Reporting System**

##### **7. Terminating the Project**

##### **8. Different Ways to Manage a Project**

##### **9. How to Determine Priorities for Multiple Projects**

##### **10. Sample Project Management Exercise**

##### **11. Time Management Techniques**

##### **12. Meeting Management Techniques**

##### **13. How to Identify and Deal with Difficult People who are an Impediment to your Plans**

#### **Who Should Attend**

This workshop is designed for any person who has the responsibility of seeing that a project is completed on time and within the budget.

Directors, Managers, Project Managers, Team Leaders, Department Heads, Project Engineers, Administrative Managers, and group leaders will all benefit equally from learning how to quickly and efficiently organise and manage any project thrust upon them.

# Managing Projects, Priorities, and Deadlines for public Sector

## A Certificated Course of Study

How to organise and budget ANY project in 3 hours or less and manage the time it takes to manage the projects.

This programme is **GUARANTEED** to be part of the solution, not part of the problem!

The training programme consists of **both lecture and actual planning sessions**. ALL elements will include interactive feedback and discussion to ensure that the participants leave with a thorough understanding of the process and are able to employ it IMMEDIATELY!

- The first module explains the process, tools, and how to use them.
- The next module includes "hands-on" participation where several people's projects will be outlined, detail, and planned.
- The third segment trains the participants on tips and techniques for managing time including how to effectively schedule and manage meetings and interruptions.
- The fourth module includes section on dealing with difficult people and obtaining cooperation in the planning and implementation of projects.

**PLEASE NOTE:** For maximum benefit, attendees are encouraged to bring an actual project to be managed with them. Those selected will leave with a complete working timetable and budget that can be taken and implemented the same day.

This programme includes **complete guideline notes** for simply and easily managing projects and reproducible **forms** for planning future projects.

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## Who is Mike Rounds

The instructor is Mike Rounds, MSEE, Associate Professor, University of California, and the creator of this copyrighted course.

Mike Rounds, a former aerospace Project Manager and Director of a Fortune 500 Company presents this programme will share his copyrighted system based on years of first-hand project management experiences. Mike is famous for making the complicated simple – and this programme is no exception. When you leave here, you'll know what to do and how to do it.

He's an Associate Professor for the University of California, and his ability to blend knowledge, humour and technology brings him before all sizes and interests of audiences, over 150 times a year, in both the US and six foreign countries.

Unlike some speakers who merely talk about a subject, Mike actively lives his topic. His diverse background, combined with a passion for teaching and platform dynamics, guarantees a programme that you'll love.

Mike's listed in the "Who's Who In Professional Speaking" and has earned kudos from organisations like the Harvard School of Business, Blue Cross®, hundreds of colleges and universities, and over 250 radio talk shows as one of the leading authorities in his field.

For more information on Mike, please visit him at [www.MikeRounds.com](http://www.MikeRounds.com) and [www.RoundsMiller.com](http://www.RoundsMiller.com)



## Hear What Others Have Said

*"Mike Rounds has managed to simplify the process of project management. A lot of tips were given and they were all logical and common sense! Good work!"*

- Rossida Dolah, Head, Operations Research,  
**Singapore Immigration & Registration**

*"A clear and concise understanding of how project management can work for me."*

- Tam Chek Fran, Executive, CSS,  
**Singapore Immigration & Registration**

*"This workshop has shown me a fresh perspective to project management."*

- Papinder Pal Kaur, Senior Assistant Director, Development,  
**Subordinate Courts**

*"I have been a Project Manager for years. Taking this workshop has allowed me to evaluate whether my project management style or approach is on track. To learn those "missing" gaps to keep in tip-top condition as Project Manager."*

- Giselle Hie, Senior Consultant,  
**Infocomm Development Authority of Singapore**

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## REGISTRATION FORM

Registration Fees for:

**Common Sense Project Management™ for Public Sector**      **S\$1,495 nett per person**

20 - 21 May 2004, Grand Hyatt Singapore

(Team discount is available for a team of 3 persons or more from the same organisation)

### YES! Please register me / us:

Name of Delegates	Designation	Email
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

### Approving Manager

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Email: \_\_\_\_\_  
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