

Organising Your Project

Fast facts

Audience

Anybody who has a project, hobby, idea or change to manage — who needs to get themselves & others organised so it is delivered on time and on budget!

Qualification granted

Certificate of Attendance

Locations offered

Melbourne, Sydney, Brisbane & Canberra
- outer metro area primarily

Times

After 5 pm weeknights or weekends
See the schedule for dates.

Duration

3 Hours

Cost

\$150 per person (GST inc)
includes take-away course materials and
tools to use on your home or office PC

Delivery mode

Large group presentation & discussion

Recommended prior knowledge

None required



Overview

Most people tackle a project at some time — building a pool; moving interstate; starting a business; organizing a wedding or changing careers.

The hard way to get these things done is to learn by your mistakes. Another way is to hear from experts who can share tips & tools that help you build & manage a budget; develop a plan; identify & remove roadblocks and resolve conflicts with those around your project.

It's not rocket science but it will ensure you are organized and don't waste time & money getting your project off the ground and completed.

The workshop will enable participants to:

- ◆ Convert a dream or concept into a plan & budget they can implement
- ◆ Manage workload with minimal confusion, stress, cost or time over-run
- ◆ Remain organized using simple tools
- ◆ Work effectively with others around your project to accelerate results and
- ◆ Build confidence as you convert a dream to reality.

Program outline

The 3 hour session includes:

- ◆ Where to start? — doing a broad brush plan
- ◆ Turning plans into detailed schedules
- ◆ Building & documenting a budget without conflicts about how much is enough
- ◆ Managing cost blowouts before it becomes dramatic
- ◆ Working with suppliers and bystanders— managing others' expectations and their impact
- ◆ Roles on a project—getting everyone focused and busy
- ◆ Avoiding roadblocks and delays—managing a schedule and its changes
- ◆ Getting a grip—avoiding procrastination; overload; meltdowns; fatigue and hijacks
- ◆ Managing moments of stress without panic
- ◆ Managing time and taking timeout—what if the project needs rethinking?
- ◆ Where to get help and when.

To register your interest call 1300 138 225 or email acpm@planpower.com.au

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