# Maximizing Project Productivity and Resource Efficiency Training Course

26 - 30 Oct 2026

Cape town

4600 € (Per Person)

Ref: #PRO7809_279694

## Course Introduction / Overview:

In today's competitive business environment, the successful delivery of projects on time and within budget is paramount. This success hinges on two critical pillars: maximizing team productivity and optimizing the allocation of all available resources. This intensive training course is meticulously designed to equip participants with the advanced strategies and practical tools needed to master these essential skills. Moving beyond fundamental project management theories, this program delves into the sophisticated techniques that drive operational excellence. We will explore the influential work of Dr. Harold Kerzner, a globally recognized expert in project management, and reference concepts from his seminal book, "Project Management: A Systems Approach to Planning, Scheduling, and Controlling". Participants will learn to identify and eliminate workflow bottlenecks, implement lean principles to reduce waste, and foster a culture of continuous improvement within their project teams. BIG BEN Training Center has developed this curriculum to provide a holistic framework, integrating strategic resource allocation with proven productivity enhancement methods, ensuring that project outcomes are not just met, but consistently exceeded. This course empowers professionals to transform project challenges into opportunities for efficiency, innovation, and significant organizational value.

## Target Audience / This training course is suitable for:

- Project Managers and Project Leaders.
- Program Managers and Portfolio Managers.
- Team Supervisors and Line Managers.
- Operations Managers and Functional Managers.
- Resource Managers and Planners.
- Project Coordinators and Project Administrators.
- Business Analysts and System Analysts.
- Professionals aspiring to a project management role.

## Target Sectors and Industries:

- Information Technology and Telecommunications.
- Engineering and Construction.
- Manufacturing and Industrial Production.
- Banking, Finance, and Insurance.
- Healthcare and Pharmaceuticals.
- Consulting and Professional Services.
- Oil and Gas.
- Governmental agencies and public sector organizations.

## Target Organizations Departments:

- Project Management Office (PMO).
- Operations and Production.
- Engineering and Technical Services.
- Information Technology (IT).
- Research and Development (R&D).
- Finance and Accounting.
- Human Resources.
- Strategic Planning.

## Course Offerings:

By the end of this course, the participants will have able to:

- Develop a comprehensive resource management plan for complex projects.
- Apply advanced resource allocation, leveling, and smoothing techniques.
- Implement strategies to significantly boost individual and team productivity.
- Utilize project scheduling tools like PERT and Critical Path Method (CPM) effectively.
- Master workload management to prevent team burnout and maintain high performance.
- Analyze and control project costs using Earned Value Management (EVM).
- Integrate lean project management principles to eliminate waste and enhance value.
- Conduct effective project monitoring and implement corrective actions proactively.
- Improve resource forecasting and capacity planning for future projects.
- Lead project teams towards a culture of continuous improvement and operational excellence.

## Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, engaging, and practical, ensuring that participants can immediately apply their new skills in the workplace. We believe that adult learning is most effective when it is experiential and collaborative. Therefore, this course moves beyond traditional lectures to incorporate a rich blend of learning techniques. A significant portion of the training will be dedicated to analyzing real-world case studies, allowing participants to dissect complex project scenarios and develop viable solutions. Group discussions and brainstorming sessions will be facilitated to encourage peer-to-peer learning and the exchange of diverse perspectives. Hands-on exercises and workshops will provide a practical platform to apply tools for resource scheduling, productivity tracking, and workflow optimization. Role-playing simulations will challenge participants to navigate difficult project situations, such as resource conflicts and scope changes, in a controlled and supportive environment. Continuous feedback from the instructor and peers is a core component of the methodology, fostering a dynamic learning journey that builds both competence and confidence.

## Course Agenda (Course Units):

### Unit One: Foundations of Project Performance Management

- Defining the relationship between productivity, efficiency, and effectiveness.
- The project management triple constraint: scope, time, and cost.
- Key performance indicators (KPIs) for measuring project productivity.
- Introduction to resource management and its strategic importance.
- Identifying and categorizing project resources (human, financial, material).
- The role of the project manager in driving performance.
- Stakeholder analysis and its impact on resource availability.

### Unit Two: Strategic Resource Planning and Allocation

- Techniques for accurate resource forecasting and estimation.
- Developing a comprehensive resource management plan.
- Mastering resource allocation and task assignment.
- The principles of resource leveling versus resource smoothing.
- Using the Responsibility Assignment Matrix (RACI).
- Advanced task prioritization using the Eisenhower Matrix and MoSCoW method.
- Capacity planning and managing resource constraints.

### Unit Three: Techniques for Maximizing Project Team Productivity

- Understanding the psychology of team motivation and performance.
- Effective delegation and empowerment strategies.
- Time management techniques for project teams (Pomodoro, Time Blocking).
- Conducting efficient and productive project meetings.
- Optimizing communication channels and workflows.
- Managing remote and hybrid team productivity.
- Conflict resolution and its role in maintaining team momentum.

## Unit Four: Project Monitoring, Control, and Optimization Tools

- Introduction to the Critical Path Method (CPM) for scheduling.
- Using Program Evaluation and Review Technique (PERT) for uncertain timelines.
- Fundamentals of Earned Value Management (EVM) for performance measurement.
- Implementing risk management strategies for resource-related risks.
- Utilizing project management software for tracking and reporting.
- Change control processes and their impact on resources.
- Developing effective project status reports for stakeholders.

## Unit Five: Lean Principles and Continuous Improvement in Projects

- Applying lean thinking to eliminate waste in project processes.
- The 5S methodology for workplace organization and efficiency.
- Introduction to Kaizen for continuous improvement.
- Conducting post-project reviews and lessons learned sessions.
- Building a knowledge management system for future projects.
- Creating a culture of high performance and accountability.
- Developing a personal action plan for implementing course concepts.

# FAQ:

## Qualifications required for registering to this course?

There are no requirements.

## How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

## Something to think about:

How can the principles of resource optimization be scaled from a single project to an entire organizational portfolio without stifling innovation and team autonomy?

## What unique qualities does this course offer compared to other courses?

This training course distinguishes itself by offering a holistic and integrated approach to project success, moving beyond the siloed teaching of either project management tools or soft skills. While many courses focus narrowly on scheduling software or leadership theory, this program synthesizes the two, recognizing that optimal resource use is as much about human dynamics as it is about Gantt charts. We place a strong emphasis on the practical application of advanced concepts like lean project management and Earned Value Management (EVM), ensuring participants can not only understand these methodologies but also implement them to deliver tangible results. The curriculum is uniquely structured to bridge the gap between strategic planning and on-the-ground execution. Rather than just presenting tools, we explore the strategic thinking behind their use through complex case studies and interactive simulations. Furthermore, the course dedicates significant time to the principles of continuous improvement, embedding a forward-thinking mindset that empowers participants to drive lasting change and operational excellence within their organizations long after the training is complete.