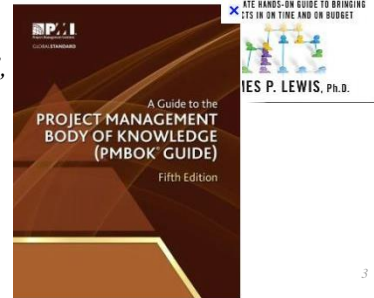
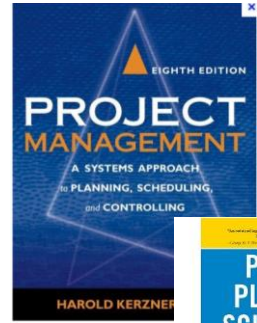


Course Description (Continued ...)

- **Mid-term session:**
 - 23rd, Aban 1392
- **Reference:**
 - Kerzner, H., “Project Management—A Systems Approach to Planning, Scheduling, and Controlling, Eighth Edition”, 2003, John Wiley & Sons, Inc.
 - Lewis, James P.; “Project planning, scheduling, and Control a hands-on guide to bringing projects in on time and on budget”, 2001, McGraw-Hill
 - Project Management Institute; “A Guide to the Project; Management Body of Knowledge”, 5th edition, 2013, Project Management Institute, Inc.



International Campus – Kish, Sharif University of Technology
PM (Project Management), Session#7

3

Course Description (Continued...)

Course Calendar:

		1,2																																									
		W1																																									
		Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu												
9	مهر Sep	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	مهر Oct	10		
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		W2																																									
10	آبان Oct	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	آبان Nov	11	
		6,7,8														9,10,11																											
		W3														W4																											
11	آذر Nov	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	آذر Dec	12	
		12,13,14																																									
		W5																																									
12	دی Dec	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	دی Jan	1
2014		International Campus – Kish, Sharif University of Technology																												2014													
		PM (Project Management), Session#7																																									

Course Description (Continued..)

- *Contents:*
 - *Chapter 1 - Overview*
 - *Chapter 2 - Project Management Growth—Concepts and Definitions*
 - *Chapter 3 - Organizational Structures*
 - *Chapter 4 - Organizing and Staffing the Project Office and Team*
 - *Chapter 5 - Management Functions*
 - *Chapter 6 - Time Management and Stress*
 - *Chapter 7 - Conflicts*
 - *Chapter 8 - Special Topics*
 - *Chapter 9 - The Variables for Success*
 - *Chapter 10 - Working with Executives*
 - *Chapter 11 - Planning*

*International Campus – Kish, Sharif University of Technology
PM (Project Management), Session#7*

5

Course Description (Continued..)

- *Contents:*
 - *Chapter 12 - Network Scheduling*
 - *Chapter 13 - Project Graphics*
 - *Chapter 14 - Pricing and Estimating*
 - *Chapter 15 - Cost Control*
 - *Chapter 16 - Trade-off Analysis in a Project Environment*
 - *Chapter 17 - Risk Management*
 - *Chapter 18 - Learning Curves*
 - *Chapter 19 - Modern Developments in Project Management*
 - *Chapter 20 - Quality Management*
 - *Chapter 21 - Contracts and Procurement*
 - *Chapter 22 - Critical Chain Project Management*

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PM (Project Management), Session#7*

6

Chapter 6: Time Management and Stress

▪ Introduction

- *The project management environment is extremely turbulent, and is composed of numerous*
 - *meetings,*
 - *report writing,*
 - *conflict resolution,*
 - *continuous planning and re-planning,*
 - *communications with the customer, and*
 - *crisis management.*

- *Ideally, the effective project manager is a manager, not a doer, but in the "real world," project managers often compromise their time by doing both.*

Chapter 6: Time Management and Stress

▪ Understanding time management

- *The following questions should help managers identify problem areas:*
 - *Do you have trouble completing work within the allocated deadlines?*
 - *How many interruptions are there each day?*
 - *Do you have a procedure for handling interruptions?*
 - *If you need a large block of uninterrupted time, is it available? With or without overtime?*
 - *How do you handle drop-in visitors and phone calls?*
 - *How is incoming mail handled?*
 - *Do you have established procedures for routine work?*
 - *Are you accomplishing more or less than you were three months ago? Six months ago?*

Chapter 6: Time Management and Stress

- *Time management forms*
 - *daily calendar log*

Date _____		
Time	Activity	Priority
8:00-9:00		
9:00-10:00		
10:00-11:00		
11:00-12:00		
12:00-1:00		
1:00-2:00		
2:00-3:00		
3:00-4:00		
4:00-5:00		

Intern

11

Chapter 6: Time Management and Stress

- *Effective time management*
 - *There are several techniques that project managers can practice in order to make better use of their time:*
 - *Delegate.*
 - *Follow the schedule.*
 - *Decide fast.*
 - *Decide who should attend.*
 - *Learn to say no.*
 - *Start now.*
 - *Do the tough part first.*
 - *Travel light.*
 - *Work at travel stops.*
 - *Avoid useless memos.*

Chapter 6: Time Management and Stress

- *Effective time management*
 - *There are several techniques that project managers can practice in order to make better use of their time(Cont...) :*
 - *Refuse to do the unimportant.*
 - *Look ahead.*
 - *Ask: Is this trip necessary?*
 - *Know your energy cycle.*
 - *Control telephone and email time.*
 - *Send out the meeting agenda.*
 - *Overcome procrastination.*
 - *Manage by exception.*

Chapter 6: Time Management and Stress

- *Stress and burnout*
 - *Project managers are subject to stress due to several different facets of their jobs. This can manifest itself in a variety of ways, such as:*
 - *Being tired.*
 - *Feeling depressed.*
 - *Being physically and emotionally exhausted.*
 - *Burned out.*
 - *Being unhappy.*
 - *Feeling trapped.*
 - *Feeling worthless.*
 - *....*