Project Management Course

Project Management

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

This workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day.

Course Timeline;

3 Days.

Who should attend?

Intended for managers, staff and those who manage projects and will develop their project management skills, this course is aimed at staff who have no or very little previous project management experience, or at those who wish to refresh their skills. It is not suitable for experienced project managers, who are likely to find that the content is not at an appropriate level for their experience.

Course Objectives

- Basic project management and project planning concepts
- defining projects, including setting project objectives
- Scheduling of tasks and examining dependencies
- Motivating the project management team
- Practical tools and techniques
- Which stages of the process to use them
- Giving effective feedback
- What to do when things are going well
- What to do when they're not
- Moving projects on to a successful outcome
- Defining exciting Project Outcomes
- Generating ideas
- Delegating Effectively

Course Benefits

- A number of techniques for completing quality projects on time, within the estimated budget, and delivering promised performance
- A recognition of the power of planning as a mechanism for achieving key results
- An understanding of the dynamics of project team motivation and how to influence others
- Remain competitive and manage change in a multi-dimensional environment
- Learn to lead cross-functional teams in a global context
- Apply various methodologies to improve success with complex projects

- Apply advanced scheduling methods

Course style
The course is highly interactive and exercises and discussions will be run throughout the sessions.
- Practical skills development exercises - case studies
- Interactive discussion and participation throughout the course
- Group work activities

Course Content
Module One: Getting Started
Icebreaker

Workshop Objectives

Module Two: Key Concepts (I)
What is a Project?

What is Project Management?

What is a Project Manager?

Module Three: Key Concepts (II)
About the Project Management Institute (PMI)

About the Project Management Body of Knowledge (PMBOK)

The Five Process Groups

The Nine Knowledge Areas

The Triple Constraint

Module Four: Initiation (I)
Identifying Your Stakeholders

Assessing Needs and Wants

Setting a SMART Project Goal

Creating Requirements and Deliverables

Module Five: Initiation (II)
Creating a Statement of Work

Completing the Project Planning Worksheet

Completing the Project Charter

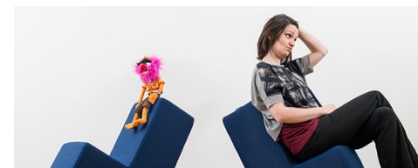### Module Six: Planning (I)
Managing Expectations

Creating a Task List

Estimating Time

Estimating Resources

Estimating Costs

Module Seven: Planning (II)

Building the Work Breakdown Structure
Creating the Schedule
Creating a Risk Management Plan
Creating a Communication Plan

Module Eight: Planning Tools
The Gantt chart
The Network Diagram
Using a RACI Chart

Module Nine: Executing the Project
Establishing Baselines
Monitoring Project Progress
Triple Constraint Reduction Methods

Module Ten: Maintaining and Controlling the Project
Making the Most of Status Updates
Managing Change
Monitoring Risks

Module Eleven: Closing Out
Preparing for Closeout
Celebrating Successes
Learning from Project Challenges
Scope Verification
A Final To-Do List

Module Twelve: Wrapping Up
Words from the Wise
Review of Parking Lot
Lessons Learned
Completion of Action Plans and Evaluations

Course outcome
- Raise awareness of the value of project management (PM)
- Broaden project management skills in the business
- Enable team members to understand the project management process and enable them to participate more effectively.
- Lead a project team and monitor project progress through successful execution

Course completion certificate
The certificate will be present to the trainees upon successful completion of a course.