

# Essentials of Project Management

## - 2 Day Workshop -

**This course is in line with PMBOK Guide 5th edition and provides certified PMPs with 14 PDUs**

### **Overview**

Modern Project Management skills are essential for organizational productivity and excellence in today's business world. The application of sound Project Management has been demonstrated to improve the chances of successfully completing work within key constraints of time, cost and quality. This two-day interactive and practical course delivers an insight into world class project management techniques that can be used throughout the project life cycle. This course emphasizes the essential skills needed in today's business world. Participants will learn how to evaluate projects, understand the key processes and leadership skills necessary to deliver a successful outcome. Recognizing the importance of a common language and consistency in delivery techniques, this course references the nine knowledge areas defined in PMI's "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide). This framework has been adopted by many of the world's leading organizations and provides an excellent benchmark for every project team.

**This practical seminar explores all aspects of modern Project Management and is strongly based on the best practices described in the PMBOK®**



## **Benefits of Attendance**

**This seminar will prepare you to take on projects in a pragmatic way, making good use of effective and practical Project Management skills**

- Obtain fundamental knowledge about the generic processes of Project Management for effective scope, time, cost, communication and risk management
- Link realistic and measurable project objectives to clear, compelling stakeholder needs to ensure positive results
- Understand the challenges of working in a project team and the importance of communicating with your stakeholders
- Understand how to ensure that the Project Team are working on the project not just because they have to, but because they want to
- Learn How to keep the team focused on the delivery goal and the importance of gaining commitment
- How to set up and operate a dependable project control and monitoring system
- Feel more confident about accepting responsibility for new projects and be better able to stay in control of projects, no matter how dynamic the business environment may be

## **Who Should Attend**

- Recently appointed or future Project Managers
- Experienced Project Managers looking for new techniques or preparing for PMP certification
- Project team members, sponsors and other project stakeholders wishing to gain an understanding of "How to do projects effectively"

## **Seminar Focus**

- Learn how to use the effective planning, executing, controlling and closing processes
- Understand international best practices and the relevance of the PMBOK® to your business projects
- Determine how to gain support for projects each step of the way
- Develop robust plans that consider risk and resource constraints
- Learn how to successfully cope with projects irrespective of size and complexity
- Develop a personal action plan to apply your learning back at work

## **Seminar Agenda**

### **Session 1: Project Management Concepts**

- What helps to make projects successful?
- Project governance and Project Life Cycles
- Defining objectives and the triple constraints
- Introduction to international standards, such as PMI's PMBoK

### **Session 2: Organizations and Project Teams**

- Getting the organization's involvement
- Mapping Stakeholders real needs
- Selecting and motivating team members
- Defining project roles & responsibilities
- Effective project communications

### **Session 3: Project Initiation Processes**

- Getting started with an appropriate initiation process
- Gathering stakeholder requirements
- Defining the Business Case
- Documentation including Project Charters and Scope Statements

**Session 4: Successful Project Planning**

- Developing Work Breakdown Structures (WBS)
- Estimating durations, resources and costs
- Network Diagramming and CPM
- Managing the critical path using slack/float effectively
- Scheduling with Gantt and Milestone Charts
- Risk management processes

**Session 5: Controlling Projects**

- Project control processes
- Base-lining concepts
- Identifying indicators and performance measurement tools
- Variance analysis and taking corrective actions

**Session 6: Project Closing**

- Closeout processes
- Sharing lessons learned
- Transition to business as usual