

Project Management

Length: 24 hours (3 days x 8 hours)

Required facilities: VGA projector, white board, pin-board

Who can participate: project managers or project coordinators, project team members interested in a better understanding of project activities and the way they should interfere with the project manager.

Course objectives: the participants get a fundamental preparation regarding the project management topics: how to plan and control the project execution, how to manage the project risks and opportunities, what the requirements are for an effective project manager.

Related courses: Quality Management, Risks Management, Time Management

Attendees' evaluation: optional, during the training and/or a final test


Training written support: yes

Description: the course presents the main concepts and methods related to project management, the corresponding activities to be performed in different project phases: initiation, planning, execution, monitoring and controlling and closure. The theoretical concepts are applied during some groups exercises.

Note: our trainer is **PMP** (Project Manager Professional) certified

Contents:

1. What is a project? What makes a project successful?
2. Project Management Concepts and Definitions
3. Project Management phases
 - a. Initiation
 - b. Planning
 - c. Execution
 - d. Monitoring and Controlling
 - e. Closure

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4. Project Initiation
 - a. Project Objectives
 - b. Project Scope
 - c. Project Manager Role
 - d. Project Communication
 - e. Stakeholders Analysis

 5. Planning
 - a. WBS (Work Breakdown Structure) and Work Packages
 - b. Work Package Estimation
 - c. Network Diagram
 - d. Critical Path Method
 - e. Project Resource Plan
 - f. Project Schedule
 - g. Project Cost Plan
 - h. Risk Management

 6. Monitoring and Controlling
 - a. Methods and Tools for Project Monitoring and Controlling
 - b. Project Monitoring and Controlling
 - c. Project Change Management
 - d. Earned Value Management
 - e. Risk Monitoring and Controlling
 - f. Project Reporting

 7. Closure
 - a. Project Evaluation
 - b. Lessons Learned

 8. Decision Analysis and Resolution Process
 - a. Formal Decision Process: selection criteria, evaluation methods

 9. Quality Management in Projects
 - a. Quality Planning
 - b. Quality Assurance
 - c. Quality Control