

# Project Management Essentials



## Course Overview

Companies of all sizes have projects that have quickly become extremely large, very expensive, and critical to the organization. Unfortunately, many of these projects are not delivered on time, on budget, or within their initial scope.

This seminar is designed for new or experienced project managers wishing to update their knowledge base, and professionals who are managing projects and want to confirm that they are on the right track. The course provides a full overview of the process and techniques of project management using the latest project management methods, and provides practical experience in the application of these techniques.

## Who Should Attend?

- Project managers, team leaders and team members
- Consultants or anyone involved in project management

## Benefits

At the end of seminar, the participant will be able to:

- Effectively manage each stage of the project life cycle
- Achieve project cost, schedule, and quality objectives
- Satisfy clients' needs
- Enhance project team's performance
- Improve problem-solving skills

## Seminar Content

### Project Life Cycle Planning

#### Pre-Project Phase

- Requirements analysis
- Business case

#### Initiation Phase

- Define project objectives
- Project charter

#### Planning Phase

- Scope definition
- Building a work breakdown structure
- Costing, estimating
- Budgeting, scheduling
- Risk management

#### Monitoring and Control Phase

- Tracking and evaluating progress
- Reporting
- Change management
  - Communications, team building, and stakeholder management, procurement and quality management, project management plan

#### Close-out Phase

- Lessons learned
- Deliverable and administrative closure
- Operations and support
- Life cycle management

## Instructional Methods

Includes discussion, lecture and group exercises.

## Duration

3 Days