



Project Management Course

The course is designed for those who want either to re-fresh their knowledge on the PMBOK as well as those who are interested in understanding the science of Project Management and how it applies to their business. This is a vital course for junior project managers, project team members, fresh graduates wishing to learn project management industry, best practices and executives new to project management, who are considering the benefits of Project-Driven Organizations.

Training Objectives and Key Benefits

- Learn about the Project Management Institute and the Project Management Professional certification
- Learn about the Project Management Body of Knowledge standard
- Learn about the nine knowledge areas of project management outlined in the PMBOK
- Learn about the five processes of project management outlined in the PMBOK
- Learn the logistics of taking the CAPM examination
- Learn the types of questions asked in the CAPM examination
- Practice answering many example CAPM questions
- Learn how to study for the CAPM examination
- Learn best practices in project management, which can find immediate application back in their work environment.

Organizational Impacts

- Be able to standardize procedures and policies practiced by your project team members
- Take your Project Management Coordinators to their highest level of competency
- Develop junior team members into proactive Project Coordinators, Project Administrators, Project Expeditors, Assistant Project Managers and Junior Project Managers. This step is vital for their career development, and the maturity of your Project Management Office, whereby all active members will share common PMI knowledge and practice industry standard project processes and apply one common language.
- Optimize your expensive senior project management capacity by providing junior competent staff that are equally competent in following PMI best practices.

Personal Impacts

- Improve your knowledge of project management
- Progress toward the next level of achievement in the project management career path
- Be able to advance in your job with a proven level of competency
- Prove your competency, and your value to your organization
- Be able to manage projects better

Who Should Attend

This course is invaluable and vital for Executives with limited or no previous project management experience, Project Management Team Members, Project Coordinators, Project Administrators, Project Expeditors, Assistant Project Managers and Junior Project Managers. In addition, CAPM is an excellent advancement for University Graduates wishing to start a career in the project management arena.

Course Outline

The course follows the outline of the Project Management Body of Knowledge. Each topic is introduced and discussed, with emphasis on the Inputs-Processes-Tools and Techniques-Outputs structure outlined in the PMBOK.

Day 1 - Introduction, Roles & Responsibilities, Process Groups & Knowledge Areas

- Get to know classmates (company, industry, background)
- PMI and CAPM certification process
- Project management context, lifecycles, nine knowledge areas and five processes
- Project Roles and Responsibilities
- Balancing the triple constraint of a project; serving the stakeholders, Project Managers skills

Day 2 - Integration, Project Scope, Project Time Management

- Inputs-processes-outputs of Integration Management, Project Plan development and overall change control
- Using tools such as the Project Charter, Scope Statement, Work Breakdown Structure (WBS), Responsibility Assignment Matrix (RAM)
- Change Control Management, changing the project plan, closeout of scope
- Activity Sequencing, dependencies, network diagrams, estimating
- Resource assignment, schedule development, resource loading and levelling
- Critical Path Method (CPM), critical chain overview, schedule optimising and control

Day 3 - Cost Management, Quality Management,

- Cost management plan; budgeting
- Earned Value Management and cost control
- Quality planning, assurance, control

Day 4 -, Human Resource Management, Communication,

- Organizational planning, functional, matrix, projectized management
- Roles and responsibilities
- Staff acquisition activities, Team development
- Communications planning, information distribution, performance measurement, administrative closure
- Effective reports and meetings

Day 5- Risk, Procurement

- Risk management planning
- Risk identification, qualitative and quantitative analysis, response and control
- Procurement Planning Process, solicitation, proposal evaluation and selection
- Contracting, contract types, project management of a contracted project, contract closeout