Project Management

COURSE Objectives

- To raise awareness on the value of project management.
- To broaden project management skills in project managers and development organizations.
- To enable project team members understand project management concepts and enable them to participate more effectively

COURSE OUTLINE

Principles and Definitions

- Key principles for PM success
- What is a Project?
- What is Project Management?
- Terminology
- The Role of the Project Manager

Defining Responsibilities

- Roles and Responsibilities
- Responsibility Matrix

Stakeholder Management

- Stakeholder Analysis
- Stakeholder Planning
- Stakeholder Communication

Managing Communications

- Communication Plan examples
- Techniques

Producing the Project Definition

- Tips for writing a Project Definition
- What to include
- The approval process

Managing Project Documentation

- Types of documentation
- How to store it
- How to track approvals
- Naming standards
- Defining the Project Work
- Setting Goals and Objectives

Defining tasks and activities

- Brainstorming using Mind Maps

- Estimating time
- Creating a work breakdown structure
- Determining task dependences
- Determining task constraints
- Creating a Gantt Chart and Network Diagram

Managing Project Risk

- Techniques to identify risk
- Creating a risk management plan

Managing the Workplan

- Updating the project plan
- Status meetings and reports
- Action items
- Dealing with issues
- Root cause analysis
- Cause and Effect analysis
- Managing the project team

Managing Scope

- Defining scope
- Process for managing scope changes
- Managing expectations

Managing Quality

- What is quality?
- Process to manage quality
- Resolving quality issues

Managing Project Completion

- Phase out plan and activities
- Phase out meeting
- Phase out questions

Who Should Attend

- *Experienced project managers seeking to bring new dimensions of leadership to projects, programs and portfolios*
- *PMO professionals seeking enhancements for their organization's project management practices*
- *Product development managers, business line managers, IT managers, financial managers, and other business professionals who need an advanced yet practical project management education*
- *Senior managers and executives looking to leverage their organization's technical and managerial expertise through a strong project management capability*

COURSE DURATION: 3 Days

TRAINING HOURS: 15 hrs

MINIMUM NO. OF TRAINEES: 15

LANGUAGE : Arabic