

Project Management – 12 Hour

Objectives: major objective of the current training is to introduce the participants to the topics below

- Concepts of project management, terminology
- Project and Process differentiation, project need for system and process improvement
- Stages of project management and effective implementation
- Required skills of project manager
- Project teams

Content

Project management principles

- What is a project?
- Project management the need
- Project goals
- Project management: the person, the team, the system
- Functions of project management versus functions of traditional management
- Where is project management appropriate?
- Systems thinking
- Relevance of systems thinking to project management

Planning

- Planning steps
- Scope and work definition
- Scheduling

Cost estimating and Budgeting

- Cost estimating process
- Elements of budgets and estimates
- Causes of cost escalation

Managing risks in projects

- Risk concepts, risk identification, risk assessment
- Risk response planning

Project control

- The control process
- Information monitoring
- Who controls project?
- Project control emphasizes
- Controlling changes
- Performance index monitoring
- Project evaluation
- Reporting
- Terminating the project
- Termination responsibilities
- Project extensions
- Project summary evaluation

Project evaluation, reporting and termination