



PMP021

Diploma of Project Management

Course Introduction:

Diploma of Project Management is designed to equip participants with the essential skills, knowledge and attributes required to effectively manage projects regardless of their line of business or industry. It is based upon the *Project Management Body of Knowledge (PMBOK)* methodology, providing a strong foundation from which effective project management skills can be developed and applied in different industries worldwide.

It is designed for you to gain invaluable skills on how to manage all aspects of projects from 'end to end' perspective. This wide range of competencies will give you the necessary skills needed to successfully manage a variety of projects including planning, executing, monitoring & controlling and closing them.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:

- Understand the project management methodology and be more familiar with project management tools such as Gantt and PERT charts
- Develop project management skills consistent with the current principles and best practices
- Formalize project management skills with best in practice and improve career and job prospects
- Gain the skills to structure, formalize and implement projects on time and within budget meeting quality as well as other requirements

Who Should Attend?

This course is suitable for those who are planning to start a career in project management or already work in the area and want to consolidate your skills and experience regardless of the business or industry sector. This includes lower to higher level management, supervisors, engineers, tradespersons, team members, team leaders and project managers.

Course Outline:

Day 1:

Project Management Framework & Introduction

- **Project Integration Management**
 - Defines the processes and activities that integrate the various elements of project management

- **Project Scope Management**

- Shows the processes involved in ensuring the project includes all the work required, and only the work required, for completing the project successfully

Day 2:

- **Project Time Management**

- Focuses on the processes that are used to help ensure the timely completion of the project

- **Project Cost Management**

- Describes the processes involved in planning, estimating, budgeting, and controlling costs so that the project can be completed within the approved budget

Day 3:

- **Project Quality Management**

- Describes the processes involved in planning for, monitoring, controlling, and assuring the quality requirements of the project are achieved

- **Project Human Resources Management**

- Describes the processes involved in the planning, acquisition, development, and management of the project team

Day 4:

- **Project Communications Management**

- Identifies the processes involved in ensuring timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information

- **Project Risk Management**

- Describes the processes involved with identifying, analyzing, and controlling risks for the project

Day 5:

- **Project Procurement Management**

- Describes the processes involved with purchasing or acquiring products, services or results for the project

- **Project Stakeholder Management**

- Describes the processes required to identify and analyze stakeholders as well as to develop appropriate strategies for effectively engaging them in the project

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, Hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session