



Course Introduction:

If you are thinking to transition into project management or if you just started in your project management career this course is for you. Discover how to efficiently lead projects by learning tools and techniques to manage scope, time and resources. The course will enhance your proficiency in project management. Course topics include:

- Overview of popular methods, e.g. PMI®, PRINCE2®, Agile, Lean, Six Sigma etc.
- Developing a project charter
- Defining a business case
- Gathering Requirements
- Planning schedule, costs and communication
- Reporting progress and managing stakeholders
- Differentiating between risks and issues
- Managing team, schedule, costs and quality
- Transitioning or closing a project

In addition to video lectures, the course also includes supplementary material such as ready-to-use templates and forms.

This course is an introduction to project management concepts and tools. If you are an experienced project manager or want to prepare for the PRINCE2® or PMP® certification exam we recommend to use additional resources to cover exam relevant knowledge areas more in-depth. However, completion of this certificate course may count for credit toward certification or continuing education. Please review professional association websites for further details on certification and recertification requirements.

Course Objectives:

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

- ✓ Learn to speak project management language
- ✓ Understand common project management approaches
- ✓ Learn how to initiate a project by developing a charter and business case
- ✓ Understand how to gather requirements and plan schedule, cost and communications
- ✓ Learn how to execute a project managing schedule, scope, costs, issues, risks and communication
- ✓ Know how to properly close or transition a project

Who Should Attend?

This course will benefit field administrators-in-training, field representatives of architects, engineers, contractors, employers and government agencies, construction inspectors, construction managers, project managers, and others responsible for effective field administration in building construction.

This course will also be beneficial with:

- Analysts moving into project leadership positions
- Managers responsible for coordinating projects
- General managers responsible for projects and programs
- Marketing, training, and technical writing professionals
- Business planning coordinators
- Operations people
- Members of process improvement teams

Course Outline:

Day 1:

Introduction

This lecture provides a course overview.

Course goals include

- Learn to speak project management language
- Understand common project management approaches
- Learn how to initiate a project by developing a charter and business case
- Understand how to gather requirements and plan schedule, cost and communications
- Learn how to execute a project managing schedule, scope, costs, issues, risks and communication
- Know how to properly close or transition a project

Day 2:

Background

- This lecture covers project management terminology and history as well as roles, responsibilities and traits of a project manager.

Popular Methods

- This lecture provides an overview on common project management approaches.
- Test Your Knowledge

Definition Phase

Developing a Project Charter

- In this lecture you will learn how to develop a project charter.
- Defining a Business Case

- In this lecture you will learn how to develop a business case.
- Test Your Knowledge

Day 3:

Planning Phase

- Gathering Requirements
- In this lecture you will learn how to gather requirements
- Defining a Schedule
- In this lecture you will learn how to plan a schedule.
- Planning Costs
- Planning Communications
- Test Your Knowledge

Execution Phase

- Reporting Progress and Managing Stakeholders
- In this lecture you will learn how to report project status and manage stakeholders.

Managing Risks & Issues

- In this lecture you will learn how to manage risks and issues.

Day 4:

Managing the Team

- In this lecture you will learn how to manage a team.

Managing Schedule

- In this lecture you will learn how to manage a schedule.

Managing Costs

- In this lecture you will learn how to manage a costs.

Managing Quality

- In this lecture you will learn how to manage a quality.
- Test Your Knowledge

Day 5:

Closing Phase

- Closing & Transitioning
- In this lecture you will learn how to close a project.

Conclusion

- Test Your Knowledge (Final Quiz)
- Reading Recommendations
- Conclusion

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 course location. This rate includes participant's manual, and-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	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session