



PMP094

Project Management Overview for Executives

Course Introduction:

Discover what project management can do for your organization in this concentrated. As a stakeholder and manager, learning the fundamentals of project management can help you better distinguish between projects that are struggling and those that are succeeding.

In this course, you will examine the life cycle of projects, and you will learn essential terminology that will help you communicate more effectively with your project management staff. You will discover project management best practices so you can ensure that they are being followed at your organization, and you will gain an understanding of your role as a project stakeholder and the responsibilities you have to the project.

Course Objectives:

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

- ✓ The project life cycle
- ✓ The 10 knowledge areas of the *A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) - Fifth Edition, Project Management Institute, Inc., 2013*
- ✓ Basic project management terminology and concepts
- ✓ Your role and responsibility as a stakeholder
- ✓ Roles and responsibilities of the team
- ✓ Define project scope and setting expectations
- ✓ Build an effective project schedule
- ✓ The importance of a communication plan
- ✓ Risk management best practices
- ✓ Manage project change through formal change control processes

Hands-On Exercises

- ✓ Project Management Terminology
- ✓ Developing the WBS
- ✓ Network Diagramming and Critical Path

Who Should Attend?

Program managers, senior management, and executives interested in understanding how project management can make their organization more effective at getting work done.

Course Outline:

Day 1:

Project Management Framework

Explore the Project Management Institute (PMI®) framework for project management including the life cycle processes and knowledge areas, and identify core and facilitating processes. You will become familiar with the project management vocabulary during this section.

- The Project Management Institute
 - Five Process Groups
 - Life Cycles
 - 10 Knowledge Areas
- What is a Project?
- Project Management Terminology

Day 2:

Initiating

Discover the importance of the business case to support the start of a new project, establish the project scope, analyze stakeholder needs, identify constraints and assumptions, and build a communication plan.

- Five Steps of Project Initiation
- The Project Charter
- Stakeholder Analysis
- Project Roles and Responsibilities and the RAM
- Sign-Off Process

Day 3:

Planning

Learn the seven steps of successful planning and practice developing a work breakdown structure, effective estimates, diagramming a project, and identifying the critical path. Identify, assess, quantify, and manage risks through mitigation strategies and contingency planning. In addition, discover the importance of formal change control processes and managing organizational change as part of the project life cycle.

- Communications Management
- Risk Management
- Change Management
- WBS Basics
 - Decomposition
 - The Sticky Note Technique
- Scheduling Basics

- Precedence Relationships
- Network Diagramming
- Critical Path Analysis
- Using the Network Diagram
- Resource Allocation
- Resource Leveling
- Schedule Compression

Day 4:

Controlling and Closing

Explore the relationship between planning, execution, and control, and learn a structured approach to project control. Understand how to use earned value as a powerful tool for assessing and reporting current and predicted future conditions of the project.

- Project Controls
- Managing Expectations

Day 5:

Closing Processes

Investigate the best practices in conducting administrative closure on a project.

- Close Project Process
 - Administrative Closure
 - Contract Closure

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, 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	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

