



PMP102

Fundamentals of Project Management

Course Introduction:

This course is designed for managers and staff, from a broad spectrum of industries, involved in different types of project work. It explains the fundamentals of managing any project. Delegates will learn how to manage and coordinate projects. In the current fast moving business environment, crisp project controls are essential if expensive blunders are to be avoided. Learn the techniques and procedures that reduce risk, cut down on stress, and utilize the strengths of others. You will also come to appreciate and understand the importance of people as a key resource in project management.

Course Objectives:

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

- ✓ To identify the key activities that must be managed to ensure project success
- ✓ To understand all the steps involved in developing a new project, from beginning to end
- ✓ To identify and understand the importance of key people in every project
- ✓ To learn and develop the skills to create a complete project planning document
- ✓ To learn how to establish project deadlines
- ✓ To learn and develop the skills associated with effective project quality management
- ✓ To know the processes required to achieve timely completion of a project
- ✓ To identify, assess, and control, risk throughout your projects
- ✓ To identify the Estimated Monetary Value (EMV) of a risk
- ✓ To accurately identify the total project cost
- ✓ To identify the progress of a project, and calculate the Earned Value of each task
- ✓ To identify the key activities and components of successful project progress meetings

Who Should Attend?

This course is intended for;

Managers and staff called upon to manage and contribute to projects of any size and duration. This course is especially useful for those with no formal project management training, as it builds up the project management process from first principles

Course Outline:

Day 1:

- What Is Project Management?

- Features Of A Typical Project
- Role Of The Project Manager
- Project Stakeholders
- Project Success Factors

Day 2:

- Stages Of A Project
- The Project Charter
 - Scope Statement
 - Order Of Magnitude
 - Assumptions
 - Constraints
 - Drivers
 - Setting Objectives
 - Project Feasibility
- Project Cost
 - ROI (Return On Investment)
 - ARR (Annual Rate Of Return)
 - PV (Present Value)
 - NPV (Net Present Value)
 - IRR (Internal Rate Of Return)

Day 3:

- Identifying Project Risks
- Project Sign Off
- Project Plan
- Work Breakdown Structures (WBS)
- Activity Matrix
- Network Diagram
- Project Time Management
 - Calendar View
 - Network Diagrams
 - Gantt Charts
 - Critical Path Analysis
 - Quality Management

Day 4:

- Project Risk Management
 - Probability
 - Impact
 - Estimated Monetary Value (EMV)
- Project Execution
- Project Control Management
- Project Cost Management
 - Budgets
 - Earned Value
- Project Meetings

Day 5:

- Project Close-Down
- Negotiating Basics In Projects
- Project Management Quiz

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

