



PMP109

Technical Project Management

Course Introduction:

This course covers knowledge and practice in managing technical projects related to R&D, construction, capacity expansion, instrumentation and control, plant outages and more.

Course Objectives:

By the end of this course the participant will be able to:

- Identify potential problems and avoid it using troubleshooting techniques.
- Track projects more effectively
- Create status reports that show top management where budgeting scheduling and manpower trends are headed
- Cope with tight schedules

Who Should Attend?

R&D professionals, engineers (across all specialties), scientists and principal investigators, project engineers, facility engineers, plant managers and anyone else who administers technical projects.

Individuals from non-technical fields who are new to project management, as well as those looking for formal project management training.

Course Outline:

1. Benefits of Project Management
2. Time, Cost and Scope
 - ❖ Time-cost-scope tradeoffs and negotiations
 - ❖ Gathering and documenting requirements
 - ❖ Differentiating among product, process and project requirements
3. Project Leadership
 - ❖ The Functions of Leadership
 - ❖ Communication, Motivation, and Solving Problems
 - ❖ Work Supervising
4. Project Work Plan
 - ❖ The Project Work: Definition and Documentation
 - ❖ Project Templates
 - ❖ Appropriate Levels of Work for Groups

- ❖ Skills Needed to Achieve the Work
- 5. Network Logic/Dependency Analysis
 - ❖ Network diagrams
 - ❖ Key dependency relationships
 - ❖ Dealing with overlapping tasks
- 6. Work Estimation
 - ❖ Duration for Project Tasks
 - ❖ Labor Content for Project Tasks
 - ❖ Price Out the WBS
 - ❖ Estimate Network
- 7. Milestone Plan
 - ❖ The spreadsheet metaphor
 - ❖ Project plans: asset and resource utilization, cost or budget, milestones
 - ❖ Project management software examples
- 8. Projects Monitoring and Control
 - ❖ The change control process
 - ❖ Reporting project status and formats
 - ❖ Reporting
 - ❖ Corrective Action
- 9. Project Closure: Documenting Lessons Learned
 - ❖ Close Out a Project
 - ❖ Final Report for the Project
 - ❖ "Lessons Learned"—Prevention, Detection, and Recovery

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

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