Techniques and Practices of Project Management

Duration: 38 Hours
Method: Instructor-Led (ILT)

Course Description

The Techniques and Practices of Project Management (TPPM) is a comprehensive course which will introduce participants to various project management tools, techniques and some best practices within the industry. Participants will be exposed to various theories and based on the interactive nature of the programme; they will also get hands-on experience through various in-class practice exercises.

This Course will equip participants with the skills required to immediately start setting priorities, controlling budget and reporting on project results. It will help participants to better define and understand *Project Management*; *Project Lifecycles and Stakeholders*; *Project Process Groups and Initiating a Project*; *Project Planning* and how these are applied in the real world. In this course, participants will also be exposed to other critical areas such as *Risk Management*, *Quality Management* and *Procurement Management*. They will also get hands-on experience in the use of Microsoft Project software.

Based on the Education Hours achieved upon completion and providing that participants have the requisite Project Management work experience, they have the option to pursue the relevant PMI Global Exam and thereafter gain an internationally recognized professional certification.

Target Audience

This course is intended for:
- Persons who have never completed a formal project management course.
- Persons who have done one more than 3 years ago.

Course Objectives

Upon successful completion of this course, participants will be able to:
- Understand the project management framework.
- Understand how to start a new project and manage needs and expectations
- Understand the processes and steps required to manage successful projects and get great results.
- Understand how to develop key management documents and plan components.

Course Content

Introduction to Project Management
- The meaning of "project management" and the PMI global standards, network and focus
- The roles of a "project manager" and the different types of management
- Introducing the 10 knowledge areas and 5 process groups of the project management
- Reflect on your role as a manager/ leader within a project management framework.

The Project Management Framework
- Project life cycle and phases
- Understanding stakeholder influence and management
- The impact of organizational cultures and structures on project management

Team Selection & Development
- How to develop group competencies
- Selecting high-performance teams
- Facilitating teamwork and team building

Managing Communications and Stakeholders
- Describe communication planning, and the best use of communication skills, tools and technology
- Develop a project communications management plan to address the needs of all project stakeholders
- Identify stakeholders and develop a management strategy
- Strategies for controlling stakeholders

Project Management Planning
- Developing a project charter
- Key components of a project plan

Project Scope Management
- Define scope and understand requirements
- Identify root-cause of changes to the project scope.

The Work Breakdown Structure
- Process for Creating a WBS
- WBS Display formats
- Decomposing a project via a WBS

Project Quality Planning
- Determine quality metrics
- Distinguish between process and quality metrics
- Develop a quality metrics plan and cost of quality

Course Content, *Continued*

Controlling Project Quality

- Review tools and techniques for quality control
- Differentiate between quality assurance and quality control.
- Develop control charts and quality checklist

Risk Planning

- Risk management and its relationship with the project management processes
- Identify project risks and their impact
- Assess and rank project risks

Risk Response Strategies

- Importance and techniques of risk triggers
- Develop appropriate risk response strategies
- Planning responses to project risks

Project Procurement Management

- Understand the scope of procurement management in the contemporary project management environment and the role and responsibility of the procurement manager.
- Learn to establish project scope, develop a procurement management plan, select the proper contract type, define strategic teaming agreements, evaluate and select suppliers, and track supplier performance.

Project Reporting & Closure

- Best Practices for Performance Reporting
- Closing a Project or Phase
- Course Wrap Up

Microsoft Project Workshop

- Create and define tasks
- Activity listing and schedule composition
- Adding project constraints and dependencies
- Resource allocation and control views
- Display critical path
- Saving the project baseline
- Display various report views

LABS INCLUDED