



## Project Management

### Objectives:

- Explore the scheduling basics including starting a new plan, setting up the resources, sharing the plan, formatting the project plan, progress tracking, etc.
- Explore the resource and assignment of tasks
- Learn to fine-tune the project plan
- Learn to organize the details of the project
- Progress tracking of the tasks and assigned resources
- Taking the project on track
- Explore how to customize a project
- Project consolidation and resources
- Have sufficient knowledge and understanding to work as an informed member of a project team undertaking a variety of project management roles.

### Who Should Attend?

- Attendees looking to develop an understanding of the Project Management.
- Project Managers who want to consolidate their skills and increase their capability in their roles.
- Senior Project Managers and Officers
- Team Leads and Team Managers

### Outlines:

#### Creating a High-Performing Team

Build a Team  
Define Team Ground Rules  
Negotiate Project Agreements  
Empower Team Members and Stakeholders  
Train Team Members and Stakeholders  
Engage and Support Virtual Teams  
Build a Shared Understanding about a Project



## Starting the Project

- Determine Appropriate Project Methodology/Methods and Practices
- Plan and Manage Scope
- Plan and Manage Budget and Resources
- Plan and Manage Schedule
- Plan and Manage Quality of Products/Deliverables
- Integrate Project Planning Activities
- Plan and Manage Procurement
- Establish Project Governance Structure
- Plan and Manage Project/Phase Closure

## Doing the work

- Assess and Manage Risks
- Execute Project to Deliver Business Value
- Manage Communications
- Engage Stakeholders
- Create Project Artifacts
- Manage Project Changes
- Manage Project Issues
- Ensure Knowledge Transfer to Project Continuity

## Keeping the track on team

- Lead a Team
- Support Team Performance
- Address and Remove Impediments, Obstacles, and Blockers
- Manage Conflict
- Collaborate with Stakeholders
- Mentor Relevant Stakeholders
- Apply Emotional Intelligence to Promote Team Performance

## Keeping the business in mind

- Manage Compliance Requirements
- Evaluate and Deliver Project Benefits and Value
- Evaluate and Address Internal and External Business Environment Changes
- Support Organizational Change
- Employ Continuous Process Improvement

## Planning Projects

Project management definitions  
Applications of project management  
Managing project constraints  
Project charter  
Project scope statement  
Work Breakdown Structure (WBS)

## Scheduling Projects

Program Evaluation and Review Technique (PERT)  
Gantt chart  
Milestone chart  
Critical Path Method (CPM)  
Forward and backward scheduling  
Slack management  
Schedule compression techniques  
Resource planning and leveling  
Project baselining

## Organizing and Controlling Projects

Organizational structures  
Mastering Earned Value Management (EVM)  
Schedule and budget variances  
Schedule and cost performance indexes  
Project management reporting  
Auditing a project  
The role of software in project management



## Selecting Projects Using Capital Budgeting Techniques

Capital budgeting and cost of capital

Accounting Rate of Return (ARR)

Payback Period (PP)

Net Present Value (NPV)

Internal Rate of Return (IRR)

## Managing Project Stakeholders

Identifying project stakeholders

Types of project stakeholders

Managing stakeholder engagement techniques

Skills and competencies for project managers