

# Fundamentals of Project Management

## Project Management for Supervisors & Administrators



**This Course is a Project Management Overview which presents the Major Project Management Methods and Techniques**

- This interactive course focuses on the WHAT and HOW of the Management of Projects, to Develop and Improve the skills required for participating on current and future Projects.
- A balanced blend of formal presentations and exercises,, make this Course an ideal platform for learning and/or consolidating Project Management knowledge, for immediate implementation on return to the working environment.



- Delegates attending this course will:
- ❖ Understand the Positioning Projects and Corporate Needs
  - ❖ Learn Key Techniques of Project Management Concepts and their significance
  - ❖ Highlight People Management issues for Project Success

This Course is designed for staff members who hold a supervisory or administrative position who are called upon to perform on Projects. It is equally valuable for Professionals wishing to enhance their Knowledge of the major Concepts, Methods & Techniques of Project Management.

This course has been  
Designed & Created  
and is Managed & Organised by



The Course is aligned to the  
Project Management Institute  
Body of Knowledge



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## Contents

### SESSION 1

#### Module 1: Management of Projects Terminology

- Projects & Programs
- PMI Knowledge Areas
- Key Project Players

#### Module 2: Project Organization

- Different Organisational Structures
- The Challenges of Matrix Structure
- Seeking Projectized Structure Control
- The Project Manager's Role & Responsibilities

#### Module 3 Project Processes

- The Project Development Life Cycle
- Aligning common language to the Project Management Body of Knowledge

#### Module 4: The Project Manager

- The Project Manager's Role & Responsibilities
- Scope of Management & Project Leadership
- Team Dynamics & Motivation

#### Module 5: Project Initiation & Scoping

- Project Sponsor & Key Stakeholders
- Exercise 0 –Establishing the project Stakeholders & Objectives
- Formalisation of the Project – Charter
- The Project Constraints
  - *Scope/Cost/Schedule*
  - *Risks/Quality/Resources*
  - *Organisational & Environmental*
- Project Scope Management
- Establishing Needs & Requirements & Project Boundary
- In-Scope and Out-of-Scope Techniques
- Exercise 1 –Establishing the project charter & Scope Requirements

### SESSION 2

#### Module 6: Project WBS & Estimations

- Converting Scope Contents into Work Efforts
- Building the Work Breakdown Structure
- Techniques to build the WBS
- Exercise 2 - Build High Level Project WBS
- Estimation of Cost & Duration
- Major estimation Techniques & Models

#### Module 7: Project Scheduling Tools & Techniques

- Scheduling Steps
- Building Activity Networks
- Determining the Critical Path
- Gantt charts
- Exercise 3 - Build High Level Project Gantt chart Schedule
- Resource Loading Charts & Levelling
- Finalising Project Costs
- Determining & Approving Project Baselines

#### Module 8: Project Execution & Delivery

- Project Delivery Kick-off
- Collecting Project Progress
- Conducting Project Meetings
- Assessing Project Performance & Managing Variances
- Earned Value Management Overview
- Performance Reporting
- Scope Verification /Customer Closure
- Collate Lessons Learned for the project

#### Module 9: Overview of Project Supporting Processes

- Risk Management Overview
- Change Management Overview
- Resource Management Overview
- Communication Management Overview
- Documentation & Quality Management Overview
- Procurement Management Overview

#### Module 10: Successful Management of Projects