

# Management of Projects

## Concepts, Methods & Techniques

### *Achieving Business Objectives by Effective Management of Projects*

**The ability to Manage and Deliver Projects to Achieve Organisational Goals is the Key Competency that Project Managers need to Possess to Fulfil Strategic and Operational Business Benefits**

- This interactive course focuses on the WHAT and HOW of the Management of Projects, seeking to Develop and Improve the skills required for managing on-going and future Projects.
- A balanced blend of formal presentations and exercises, structured around a Case Study, 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:

- ❖ Comprehend Project Management Concepts and their significance
- ❖ Learn and apply Project Management methods and techniques, in a case study environment, with a view to application in the work place
- ❖ Acquire the Key tools for the Definition, Planning and Delivery of a Project
- ❖ Explore and Study People Management issues for Project Success

This Course is designed for Project Managers and Project Leaders. It is equally valuable for Professionals wishing to acquire Knowledge of the major Concepts, Methods & Techniques of Project Management, in particular issues related to Organisation, Planning, & Tracking.

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



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



# Management of Projects - Concepts, Methods & Techniques

## Contents

### SESSION 1

#### Projects as Change Catalysts

- Strategic & Operational Needs for Change
- Setting Goals and Objectives
- Formulating Business Benefits

#### Management of Projects Terminology

- Projects & Programmes
- PMI Knowledge Areas
- Key Players
  - *Project Manager*
  - *Project Sponsor*
  - *Key Stakeholders*

#### Business Needs & Drivers

- Establishing Business Need & Driver
- Determining Business Goals
- Formulating Organisational Transition

#### Project Organisation

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

#### Stakeholder Analysis

- Determining Project Stakeholders
- Gathering Expectations & Needs
- Mapping Stakeholders
- Identifying the role of Stakeholders
- Developing project needs, scope, objectives and deliverables
- Formalising Scope Contents

#### Project Processes

- Align common language to the Project Management Body of Knowledge

#### The Project Manager

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

### SESSION 2

#### Project Initiation & Scoping

- Project Sponsor & Key Stakeholders
- Formalisation of the Project – Charter
- The Project Constraints
  - *Scope/Cost/Schedule*
  - *Risks/Quality/Resources*
  - *Organisational & Environmental*
- Project Scope Management
  - *Establishing Knowns/Unknowns*
  - *Determining Assumptions*
  - *Agreeing on Scope Contents*
- Establishing Needs & Requirements
- Establishing the Project Boundary
- In-Scope and Out-of-Scope Techniques

#### Project Planning & Scheduling Tools & Techniques

- Converting Scope Contents into Work Efforts
- Building the Work Breakdown Structure
- Techniques to build the WBS
  - *Top-down method*
  - *Bottom-up technique*
- Estimation of Cost & Duration
  - *Work Package Estimation Sheet*
  - *Establishing Resource Profiles*
- Major estimation Techniques & Models
- Scheduling Steps
- Building Activity Networks
- Determining the Critical Path
- Gantt charts
  - *Activity Driven/Resource Driven*
- Resource Loading Charts & Levelling
- Finalising Project Costs
- Determining Project Baselines
  - *Finalising Scope*
  - *Aggregating Costs*
  - *Optimising Schedule*
- Approval of Project Baselines

#### Project Execution & Delivery

- Project Delivery Kick-off
- Collecting Project Progress
- Conducting Project Meetings
- Assessing Project Performance
- Managing Variances
- Performance Reporting

#### Project Close-Out

- Scope Verification /Customer Closure
  - Collate Lessons Learned for the project
- Complete and Close-Out the Project**

### SESSION 3

#### Risk Management

- Establish Risk Management Plan
- Identify & Manage Project Risks
- Assess Project Risks
- Determine Priority of Risk Events
- Establish Risk Response Plans
- Integrate Proactive Risk Responses to Project Plan
- Assign Risk Owners
- Track & Control Risks

#### Change Management

- The Change Management Process
- Channel & Assess Change Orders
- Determine Impacts to the Project
- Seek Approvals for Change Requests
- Implement Approved Change Requests
- Update Project Documentation

#### Resource Management

- Build Total Resources Plans
- Synchronise Resources Availability
- Finalise RACI Chart
- Secure Resources & Sign-offs

#### Communication Management

- Draft Communication Plan
- Distribute Plan to Stakeholders
- Perform Management Reporting

#### Documentation & Quality Management

- Maintain & Archive Project Documents
- Follow Documentation Version Control Process
- Implement Quality Management System

#### Procurement Management

- Define Statements of Work
- Solicit & Select Providers
- Finalise Contracts
- Integrate Procurements to Project Schedule
- Perform Contract Management

**Delegates will receive a Comprehensive Binder and a Certificate of Training**

