

## ***Fundamentals of Project Management (based on the PMBOK)***

### **COURSE DURATION:**

5 days

### **COURSE INTRODUCTION:**

Many corporations are today re-configuring their approach to work and their organization structure along project methodology lines.

Project management is recognised as a generic skill which modern businesses require to remain competitive. This applies to all employees, and not just those who are project leaders. Every participant (or potential participant) in a project should be exposed to the fundamentals of project management.

Similarly, all personnel in project support functions would do well to gain insight into the fundamentals of project management, so that they can better co-operate with, and assist, their project colleagues.

The planning and control skills taught in this course are universal, and will prove to be helpful in most modern work contexts.

### **COURSE OBJECTIVES:**

This course addresses the five project management processes - i.e. initiation, planning, execution, controlling and closing of projects. In addition, the course covers in detail the various knowledge and application areas associated with the discipline of project management, including project costing, scheduling, resource management, etc.

Participants on this course will improve their competence and understanding in each of the areas outlined in the international Project Management standard (PMBOK – 3<sup>rd</sup> Edition). Specifically, participants should leave the course with the ability and confidence to lead or participate in medium sized projects.

Those participants who want to gain further qualifications in project management will find that this course prepares them well for the international Project Management Institute exam leading to the qualification “Certified Associate in Project Management” (CAPM). This online exam can be taken as an optional extra to this course, and full arrangements can be made by the course providers.

### **WHO SHOULD ATTEND?**

The course is pitched at an introductory level, but would be useful for experienced project personnel who have had no formal project management training. It would also be an excellent introduction for those who are starting to get involved in projects, either as team members or team leaders.

Personnel who interact with project managers will also benefit by gaining a better understanding of the fundamental concepts of project management, and why projects are managed the way they are.

In particular, it is suggested that this course should be directed towards those whose involvement in project management requires some basic understanding of the theory and concepts in order to enhance their success at work, including:-

- Project Team Leaders and team members
- Project admin. support staff
- IT support staff
- Contract Managers
- Engineering Professionals
- Technicians
- Procurement staff
- Negotiators
- Local Authority officials
- Public Relations personnel
- Sales and Marketing personnel

## **COURSE METHODOLOGY:**

This course is interactive, allowing for active participation and sharing of experience during sessions. There will be several short lectures, followed by case studies, videos, group discussions and practical assignments.

## **TOPICS TO BE COVERED:**

Day 1

### **1. Introduction to Project Management**

- projects vs. products
- project management
- project life cycles
- project processes

### **2. Project Initiation**

- project proposals
- structuring and motivating proposals
- feasibility studies
- Project Charter

### **3. Project planning**

- agreeing goals, roles and responsibilities
- stakeholder identification & liaison
- scoping projects
- Scope Statements
- defining a change control management system
- selecting and using software tools
- defining deliverables
- developing work breakdown structures
- phasing a project

### **4. Practical assignment**

- project initiation

### Day 2

#### 5. Project scheduling

- defining project activities
- estimating techniques
- scheduling methods
- network diagrams and Gantt charts

#### 6. Project cost management

- determining resource levels
- optimising, scheduling and levelling resources
- cost estimating techniques
- S-curves
- earned value management
- corrective action

#### 7. Practical assignments

- project scheduling and charting
- integrated time and cost management
- cost management including escalations

### Day 3

#### 8. Quality management

- quality specifications & standards
- project quality plans
- controlling quality
- quality assurance

#### 9. Project team management

- selecting team members
- leadership
- personalities
- interpersonal skills

#### 10. Practical assignments

- HR management
- quality management

### Day 4

#### 11. Communications in projects

- gaining & keeping stakeholder commitment & support
- communications media
- communicating information
- project performance reporting

#### 12. Risk management

- contextual issues
- identifying risk factors
- analyzing and quantifying risk
- treatments for risk

- risk mitigation and contingency planning
- monitoring and controlling risk

### 13. Practical assignments

- risk management
- project communications

Day 5

### 14. Procurement issues

- solicitation
- selection of sources
- managing contracts
- closing contracts

### 11. Case studies

- further practical case studies, allowing an opportunity to exercise project planning and control techniques

**Note:-** It is recommended that course participants also attend the 3-day MS Project training course which provides skills in using practical project planning software. This course can be run consecutively with the project management theory course, or as a separate module, by arrangement

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