



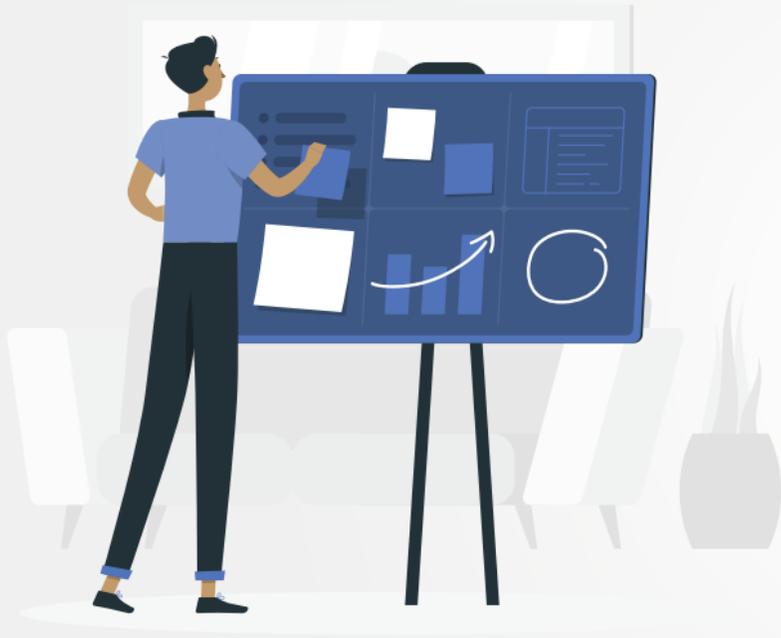
Project Management



About this course

Guided by an expert, you will learn how to plan, coordinate and manage projects effectively and efficiently, on time and within budget, using the latest and most popular project management tools and techniques. This course will also teach you about the project life cycle, and help you to identify and address risks, estimate time and cost, manage a team, and communicate with stakeholders.





This course is for you if

- ✓ You have identified a need to upskill yourself by learning project management principles and techniques that you can apply immediately in your current role to impress your employer
- ✓ You are interested in exploring a career in formal project management and are looking for an introduction to the field
- ✓ Your work involves numerous projects that need to be managed properly, but you have no experience in formal project management – you know you can make a difference if you learn these skills

You'll walk away with the ability to

- ✓ Explain the purpose, objectives, context, and process of project management
- ✓ Estimate project time and cost
- ✓ Create a work breakdown structure
- ✓ Assess project risks
- ✓ Assess the impact of compression on projects in terms of time, cost, scope, and quality
- ✓ Identify the functions and challenges of managing a project team
- ✓ Choose effective communication with various stakeholder groups
- ✓ Apply earned value management techniques to a project
- ✓ Continue to improve your communication and project management practice



What will you learn on this course?

Module 1 : Introduction

- ✓ Define project and explain the difference between project and operational activities
- ✓ Demonstrate an understanding of project constraints and the dynamic relationships among them
- ✓ Identify the different organisational structures and cultures in which projects occur

Module 2 : Getting started

Identifying stakeholders and Initiating a project

- ✓ Identify the different project stakeholders
- ✓ Choose appropriate tools for communicating with stakeholders
- ✓ Complete a stakeholder analysis, statement of work, project charter, and scope statement

Module 2 : Risk Management

- ✓ Illustrate how risk management is an integral part of project management
- ✓ Use risk recording and management techniques and documents
- ✓ Assess project risks according to their likelihood and degree of impact

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Module 4 : Work breakdown structure

- ✓ Identify the applications and purpose of a breakdown structure
- ✓ Create a work breakdown structure (WBS)
- ✓ illustrate the nature and benefits of a WBS

Module 5 : Realistic scheduling & accurate estimating

- ✓ Calculate the critical path
- ✓ Use estimating techniques to calculate project schedule and cost
- ✓ Estimate project duration and costs

Module 6 : Understanding cost, time & scope

- ✓ Identify how project constraints must be balanced in order to support project success
- ✓ Explain the benefits of insourcing and outsourcing specialised skills
- ✓ Discuss the importance of quality in projects and perspectives on definitions and dimensions of quality
- ✓ Apply appropriate balancing techniques
- ✓ Assess the potential risks and rewards for applying each technique effectively

Module 7 : Managing a project team

- ✓ Identify the characteristics of a project team
- ✓ Describe how teams are formed and the stages they typically go through
- ✓ Explain how to manage conflict effectively in project teams

Module 8 : Clear communication among project stakeholders

- ✓ Apply good practices to communicate effectively with internal and external stakeholders and the project team
- ✓ Explain the use of control documents
- ✓ Show the effects of change during a project and the importance of change management

Module 9 : Measuring progress & solving common project problems

- ✓ Apply earned value methods to measure progress
- ✓ Choose the best method for addressing project problems

Module 10 : Advancing your practice of project management

- ✓ Explore popular project management software applications
- ✓ Discuss the importance of continued professional development
- ✓ Research appropriate institutes, associations, and opportunities





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