

PROJECT MANAGEMENT



 **BTS**
Training & Consultancy

Successful Project Management

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

www.btsconsultant.com

Successful Project Management

Introduction:

Project Managers typically enter the profession holding qualifications in other areas but without a formal qualification in Project Management. Employers and Clients are increasingly looking for some assurance that the people to whom they entrust their projects have the necessary experience and knowledge to manage them.

In recent years the Project Management Professional Certification from the Project Management Institute has become the most sought after certification in the world of project management professionals. To earn PMI's PMP credential, you must demonstrate the required "long-term commitment" to project management professionalism and pass a rigorous, 200-question exam covering the five project management processes and nine knowledge areas in PMI's project management body of knowledge (PMBOK).

Organizational Impact

- Be able to take your Project Managers to their highest level of competency
- Differentiate your project management staff
- Have a clear career path for Project Managers
- Have Project Managers that can actually contribute to the bottom line by managing projects to be on time and budget.

Personal Impact

- Improve your knowledge of project management
- Be able to advance in your job with a proven level of competency
- Prove your competency, and your value to your organization
- Be able to manage projects better

Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures

- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Who Should Attend?

Project Managers,

Project technical team leaders,

Team members with planning or control responsibilities,

Others wishing to improve and certify their project management skills.

Course Objectives:

- Understand All of the areas of the PMBOK: Integration Management, Scope Management, Cost Management, Time Management, Risk Management, Quality Management, Human Resources Management.
- Procurement and Contract, Management Communications Management, Professional Responsibility

Significantly enhance your project management knowledge and ability to manage projects.

- Learn about the Project Management Institute and the Project Management Professional certification
- Learn about the Project Management Body of Knowledge standard
- Learn about the nine knowledge areas of project management outlined in the PMBOK
- Learn about the five processes of project management outlined in the PMBOK
- Learn the logistics of taking the PMP examination

- Delegates will learn a lot about good project management practice which can find immediate application back in their work environment.

Course Outline:

1. INTRODUCTION
2. Project Management Knowledge Areas
 - Integration Management
 - Scope Management
 - Time Management
 - Cost Management
 - Quality Management
 - Human Resources Management
 - Communications Management
 - Risk Management
 - Procurement Management
 - Professional Responsibility
3. Project Management Process Groups
 - Initiating processes
 - Planning processes
 - Controlling processes
 - Executing processes
 - Closing processes
4. Project Phases and the Project Life Cycle
 - Examples of Project Life Cycles
 - Stakeholders
 - Organizations
 - Project Management Skills
5. PROJECT INTEGRATION MANAGEMENT :Project plan development
 - Constraints and assumptions
6. Project plan execution: Change Control Management
7. PROJECT SCOPE MANAGEMENT: Initiation
 - Project Goals
 - Project Strategic Plans
 - Project Charter
8. Scope Statement and Definition

- Project Justification
- Project Objectives
- Project Deliverables
- Work Breakdown Structure
- Change management
- 9. PROJECT COST MANAGEMENT: Resource Planning
 - Resource histogram
 - Project Management Software
 - Staffing Plans
- 10. Estimating and Forecasting
 - Cost and Schedule Estimates
 - Chart of Accounts
 - Present value
 - Types of Estimates
- 11. Analogous
- 12. Parametric
- 13. Bottoms Up
- 14. Top Down
- 15. Budgeting
 - Cost Baseline
 - Contingency Budgets
 - Management Reserves
- 16. Cost Control
 - Contingency management
 - Earned-value reporting
 - Revised Estimates
- 17. TIME MANAGEMENT
- 18. Activity Definition
- 19. Activity Sequencing
- 20. Duration Estimating
- 21. Schedule Development
 - Activity on Arrow Network Diagrams
 - Activity on Node (Precedence) Network Diagrams PERT
 - CPM
 - Gantt Chart
 - Milestone Charts
 - Optimum Schedules
 - Duration Compression
 - Resource Leveling
 - Resource Histograms
- 22. Schedule Control

- Performance Management
- Schedule Change Management
- Project Management Software

- PROJECT RISK MANAGEMENT

- 24. Risk Identification
 - Group Dynamic Techniques
 - Experts
- 25. Risk Quantification
 - Risk Tolerance
 - Risk Impact
 - Risk Probability
 - Risk Severity
 - Expected Value
 - Priority Ranking
 - Statistical Techniques
- 26. Risk Response Development
 - Acceptance
 - Avoidance
 - Mitigation
 - Contingency Plans
 - Management Reserves
- 27. Risk Response Control
- 28. PROJECT QUALITY MANAGEMENT:
- 29. Quality planning
 - Determining Quality Policy
 - Economics of Quality
- 30. Quality Assurance
 - Quality Plans
 - Quality Audits
- 31. Quality control (QC)
 - Six-sigma rule
 - Zero defects
 - Quality Control Tools

- PROJECT HUMAN RESOURCE MANAGEMENT

- 33. Organizational planning
 - Project organizational structure
 - Reporting relationships

- 34. Staff acquisition
 - Resource staffing
 - Negotiations for team members
 - The Delegation Process
- 35. Team development
 - Theories of motivation
 - Conflict resolution
 - Influence factors
- 36. PROJECT COMMUNICATIONS MANAGEMENT
- 37. Communication Process
- 38. Communications Management Plan
- 39. Performance Reporting
 - Performance Reviews
 - Earned Value Reporting System
- 40. Information Distribution
- 41. Administrative Closure
 - Work A rounds
 - Budget Control
- 42. PROJECT PROCUREMENT MANAGEMENT
- 43. Procurement planning
 - Contract Types
- 44. Solicitation planning
 - Vendor Selection
 - Evaluation Criteria
- 45. Solicitation
- 46. Source selection
- 47. Contract administration
- 48. Contract closeout
- 49. PROJECT MANAGEMENT PROFESSIONAL
- 50. Responsibility of the Project Manager
- 51. Ethical Practices in Project Management