

PROJECT MANAGEMENT



 **BTS**
Training & Consultancy

Project Management and Implementation

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Project Management and Implementation

Introduction:

This course takes participants through all aspects of project management and provides extended tools and techniques in time and on budget. Managing projects. This course looks at the practical tasks, tools, techniques and skills that need to be undertaken or applied to ensure a project happens as planned, results are achieved and the project is completed to specification, on time and on budget.

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?

- Managers
- Executives
- Supervisors
- Anyone planning to become more effective in managing and implementing projects

Course Objectives:

- Learning project management fundamentals
- Learning new tools and techniques presented in a series of exercises
- Understanding project manager's role during implementation
- Understanding of the key skills needed to ensure project success
- Learning how to close projects successfully

Programme Outline:

DAY 1

- Introduction to project management concepts and definitions
- The role of the project manager
- Organizational influences and project life cycle
- Introduction to project management processes
- Project stakeholders and governance

DAY 2

- The project team and project phases
- The project management process groups
- Project initiating, planning, executing, monitoring & controlling, and closing
- Project information and knowledge areas
- Project integration and project charter

DAY 3

- Developing the project management plan
- Change requests and change management
- Project scoping and work breakdown structure (WBS)
- Project schedule and activities
- Project resource planning

DAY 4

- Project costing and budget planning
- Project and product quality assurance

- Leading and managing project teams
- Project communication and reporting
- Project risks' identification, analysis, and management

DAY 5

- Project procurements and contracts
- Project stakeholder management and engagement
- Project lessons learned
- Project closing and project documentation
- Course wrap up and reaping the fruits