

Project Management: Agenda

Day One

- What is Project Management
 - Definition of a project and project management
 - Relationship to other management disciplines
 - Examples
- The Project Management Context
 - Stakeholders, project manager's role
 - Project organization managerial styles
- Project Management Processes
 - Phases of project management
 - Stages of a major project

Day Two

- Project Management Integration
 - Project plan development/execution : tools and techniques
 - Overall change control
- Project SCOPE Management
 - Initiation - does the project all (and only) the work required?
 - Problem definition
 - Determining feasibility
 - Generating project ideas
 - Establishing project objectives
 - Case study

Day Three

- Project Time Management: Planning, Scheduling and Controlling
 - Work breakdown structure
 - Precedence relationships
 - Sequencing project tasks
 - Precedence diagrams
 - PERT diagrams
 - Cost and time estimating
 - Gantt charts

Day Four

- Cost Management
 - Resource planning
 - Estimating
 - Budgeting
 - Control

- Quality Management
 - Planning: tools and techniques
 - Assurance
 - Control
- Project Human Resource Management
 - Skill identification/utilization
 - Planning for project staffing needs
 - Case study
 - Project team lifecycle
- Effective Project Communication
 - Communications planning
 - Elements of project documentation
 - Performance reporting
- Project Risk Management
 - Risk identification
 - Quantification
 - Exercise
- Procurement Management
 - Procurement planning
 - Solicitation/source selection
 - Contract administration
 - Contract close-out