

Essentials of Project Management

The course gives you a foundation in Project Management concepts, techniques and practices. The seminar is a mixture of student participation, lecture, and practical exercises. Group projects based on seminar material gives you an opportunity to implement concepts and techniques as you learn them.

Prerequisites: None

Length: 2 to 3 days

Benefits:

The success is understanding the Project Management principles. Effective standardization of proven principles is achieved through training. The key to running successful projects is the defining of a detailed scope at the start and making sure there is adequate communication between all team members.

Objectives:

The participant will learn about a project manager's role in every phase of the project. Learn the basic Project Management tools. Discover how to:

Define the meaning of the term "Project Management Paradigm"

List and discuss the four phases of the "Project Life-Cycle"

Understand the four steps in the "Project Management Process"

List the activities associated with each phase of the Project Life Cycle

Define the working definition of the term Project Manager

Define the working definition of the term Project

List the roles and responsibilities of a Project Manager

Define the five organizational structure

Who Should Attend:

Anyone involved in projects, in either management or support roles. It is ideal for beginning level project managers, and other management participating in project planning or product development.

Course Outline

Introduction

Seminar member introduction and Overview of Course Material

Project Management Terminology

- Defining Project Management
- Defining Project, Project Manager
- Defining Project Management Paradigm

Group exercise on Project Management Terminology.

Why Use Project Management

- Reasons Organizations are Adopting Project Management
- Benefits of using Project Management

Group exercise on Why use Project Management.

Overview of a General Project Management Life-Cycle

- Defining the Concept, Planning, Execution, and Close out Phases.
- Understanding the project team requirements in each phase

Group exercise using the Project Life Cycle.

Overview of the Sub-Systems of the Project Management System

Understanding the basics of:

- Project Control
- Project Feedback
- Commitment to the Project
- Risk Management
- The world of the Project Manager
- Schools of Management Thinking on Project Management.
- The Triple constraints and their importance throughout the life of a project

Organizational Structures

- Understand how to work and function as a Project Manager in different Organizational Structures
- The Functional Organizational Structure
- The Pure Projectized Organizational Structure
- The Project Expediter and Project Coordinator Forms of Organization
- Understanding the Project Manager and the Project Team

Group exercise using Project Organizational Structures.

Selecting the Project Manager, Defining Skills

- Coordination and Integration Skills
- Motivational Skills
- Communication / Collaboration Skills
- Delegation Skills
- Team Leadership Skills
- The Key Responsibilities of the Project Manager

Group exercise Selecting the Project Manager.