



Project Management

2 Days, 12 hours

The importance

Survey has shown that : most companies' projects fail due to technical issues that are only 7% while 93% is management related. Therefore, applying project management techniques in any project is highly critical in handling change, and meeting measurable success criteria.

Course contents

Day 1: Project Planning

- ★ Introduction
- ★ Why Project Management? What is it and why do we need it?
- ★ Project Management overview
- ★ What is a Project?
- ★ What does it mean to be a Project Manager?
- ★ Stages of a project (planning & control)
- ★ Project Planning Overview
- ★ Stages of planning (work breakdown, estimation, precedence)
- ★ Documents & Deliverables
- ★ What is a milestone?
- ★ Importance & reasons for deliverables
- ★ Work Breakdown & Estimation
- ★ Work breakdown levels & how to 'accurately' estimate tasks
- ★ Precedence Analysis
- ★ Critical paths, what they are and why we use them

Day 2: Project Control.

- ★ What is Project Control?
- ★ The stages of control (scheduling & resourcing, tracking & reporting)
- ★ The risks in a project
- ★ Basics of risk management and how to minimise risk
- ★ Motivation and team management
- ★ Scheduling & resourcing
- ★ Applying the project plan to real dates and resources
- ★ Change control
- ★ The likelihood of change and how to manage it
- ★ Project control & short term planning
- ★ Project tracking & reporting
- ★ Project status reviews and reports