

# PROJECT MANAGEMENT FOR MANAGER & SENIOR EXECUTIVE



## PROGRAM OVERVIEW

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.

We offer numerous case studies, quizzes and stimulation to help you UNDERSTAND the concept required to drive a complex business process – thus enhancing top-notch people performance.

Our curriculum is built on the Project Management Professional (PMP) credential offered by the Project Management Institute (PMI).

## **FOR WHOM**

- Managers who manage and execute projects
- Individuals seeking a career acceleration
- Individuals from any discipline who intend on becoming Project Managers

This includes but not limited to: Team Leads, Project Coordinators, Project Leaders, Project Managers, Project Supervisors, IT Professionals, Telecoms Engineers, Product Managers, Product Developer, Business Manager, Business Unit Heads, Consultants, Business Starters, Logistic Manager, Engineers and so on.

## **DURATION:**

3 DAYS

## **PROGRAM OUTLINES**

### **Module One: Getting Started**

- Icebreaker
- Housekeeping Items
- Workshop Objectives

### **Module Two: Key Concepts (I)**

- What is a Project?
- What is Project Management?
- What is a Project Manager?
- Module Three: Key Concepts (II)
- About the Project Management Institute (PMI)
- About the Project Management Body Of Knowledge (PMBOK)
- The Five Process Groups
- The Nine Knowledge Areas

- The Triple Constraint

#### **Module Four: Initiation (I)**

- Identifying Your Stakeholders
- Assessing Needs and Wants
- Setting a SMART Project Goal
- Creating Requirements and Deliverables

#### **Module Five: Initiation (II)**

- Creating a Statement of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

#### **Module Six: Planning (I)**

- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs

#### **Module Seven: Planning (II)**

- Building the Work Breakdown Structure
- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

#### **Module Eight: Planning Tools**

- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Going the Extra Mile: Microsoft Project
- Module Nine: Executing the Project
- Establishing Baselines
- Monitoring Project Progress
- Triple Constraint Reduction Methods

## **Module Ten: Maintaining and Controlling the Project**

- Making the Most of Status Updates
- Managing Change
- Monitoring Risks

## **Module Eleven: Closing Out**

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

## **Module Twelve: Wrapping Up**

- Words from the Wise
- Completion of Action Plans and Evaluations