

ESSENTIALS OF PROJECT MANAGEMENT

Course Code: MK201E

Duration: 7 hours

Credits: 7 PDUs

Course Description

Participants will learn an essential approach in planning and monitoring a project throughout the entire project lifecycle from project initiating to project closing using proven processes, tools and techniques based on project best practices and aligned with the latest edition of the PMI® PMBOK® (Guide to the Project Management Body of Knowledge). Individual exercises combined with interactive group discussions and participant provided projects or case-study driven team workshops will guide participants through an essential project management methodology.

Target Audience

Individuals who will benefit from this course include Project Leaders, Team Members, Administration and Management

Course Objectives

Promote project standardization and success with the implementation of an essential project management methodology to achieve project objectives.

Course Outline

Module 1: Introduction to Project Management

- Project Definition
- Project Management Concepts
- Project Phases and Life Cycle
- Project Success Factors

Module 2: Project Initiating

- Stakeholders
- Project charter

Module 3: Project Planning

- Planning kick-off
- Project management plan
- Project Measurement Baseline
- Scope, Schedule, Cost

Module 4: Project Executing, Monitoring and Controlling

- Performance reporting
- Project team development
- Managing issues
- Managing stakeholders
- Change management
- Essential control processes

Module 5: Project Closing

- Closing activities and reports
- Lessons learned