

Project Management Training: Essential Skills & Techniques (PMINT, 2 jours)

Description

Project management is the art of guiding a project or process towards successful completion. Corporate projects are complex in that they require the effective coordination of large multi-disciplinary teams and the allocation and management of vast resource portfolios. Effective project management is the key to a successful project. The course Essential Skills & Techniques (Project Management Training) equips the business professional with leading edge methodologies and practices in the project management field. Project management is a requirement for professionals in many areas of expertise, with many employers now identifying project management skills as vital to corporate success.

Tarifs

- Tarification: \$1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Introduction to Project Management

Project Management Basics

Understanding Project Constraints

Understanding the Nature of Projects

The Project Life Cycle: An Overview

The Art of Project Identification

Project Management and the GoC

The Project Initiation Stage

The Project Initiation Stage

Understanding Project Triggers

About Project Management Roles

Creating Project Documentation

Determining Project Goals

The use of Brainstorming and Consultation

The Project as an Entity

The Project Specification

Identifying Project Deliverables

What about Project Constraints?

The Importance of Assumptions

The Business Case

Writing an Convincing Business Case

The Project Definition Document

Project Planning - Scope

The Need for Planning

About Focus and the Scope of Work:

Creating a Scope Management Plan

The Work Breakdown Structure: To Pass or to Fail?

Project Planning - WBS

The Importance of the WBS

WBS Sections and Components

Creating a WBS

About Unique WBS Identifiers

Testing the WBS: Does it Work?

WBS - Scheduling and Costs

Reviewing Time Management

Room for Error: About including Buffer Time

The Project Schedule

Assigning Resources and Responsibility

Planning Costs

Cost Estimation Methods

Understanding Administrative Costs

Budgeting Smart: Planning with Cost Buffers

The Art of the Plan

Plan, Plan and More Plan

The Procurement Plan

The Human Resource Management Plan

The Financial Plan

Planning for Quality

The Final Plan

Implementing the Project Plan

Implementing the Procurement Plan

Quality Control and Assurance Measures

The Business Communication Model

The Need for Performance Tracking

Using Earned Value Analysis

Managing Change Management

Implementing Budgetary Control Measures

Reviewing Project Management Areas

The Closing Stage

Acceptance of Deliverables

Releasing Resources

Acceptance of Contracts

Disassembling Project Team Members

Project Documentation