Successful Project Management

Course Overview

Success is a journey that requires the application of knowledge, skill, tools & techniques to the project activities to conclude a successful project that meets its objectives and the reasons behind the project presence.

This training course aims to provide you with the knowledge, tools, and skills necessary to manage your project successfully according to the standards of the project management institute (www.pmi.org)

Learning Objectives

By end of this training course, attendees should be able to:

- Understand the full cycle of project management according to the PMI standards
- Determine the key success factors for their projects
- Develop an integrated project management plan
- Implement the internationally recognized best practices in project management

Target Audience

Current and potential project managers, project sponsors, business managers, team leaders, project coordinators, resource managers, quality managers, procurement managers, and other staff at the middle and upper management levels.

Methodology

The training course is delivered through presentations & discussions, group work, videos and case studies.

Duration

Five Days

Course Outlines

1. Project vs. non-project Work
   a. Definitions
   b. Project constraints
2. Competencies of the Successful Project Manager
   a. Key roles of the project manager
   b. What is project management?
   c. Technical vs. management skills
   d. Interpersonal skills for project managers
3. Setting base for project success
   a. Different views for project success
   b. Measuring project success
   c. What affects the project success?
   d. Key tips to deliver a successful project
4. The project management lifecycle
   a. Product vs. project lifecycles
   b. Project phases vs. project management process groups
   c. Project management knowledge areas
   d. Project management processes
5. Initiating the project
   a. Develop project charter
   b. How to gain stakeholders' support?
   c. Project planning overview
6. Planning the project scope
   a. Collect requirements
   b. About the scope statement
   c. Create the Work Breakdown Structure (WBS)
7. Planning project schedule
   a. Develop the activity list
   b. Set activity relations and sequences
   c. Estimate activity resources
   d. Estimate activity durations
   e. Develop and analyze the critical path
8. Planning project cost
   a. Accuracy of the cost estimates
   b. Types of project costs
   c. Estimate activity costs
   d. Develop project budget
   e. Develop funding requirements
9. Planning project quality
   a. Quality terms & theories
   b. Quality planning tools
10. Planning project human resources
    a. Define roles & responsibilities

     b.   Organization charts

     c.   RACI matrix

     d.   Staffing plan

11. Planning project communications
    a. The communication model
    b. Effective communication skills
    c. Communication types & methods
    d. Communication plan & communication matrix

12. Planning project risks
    a. Definitions
    b. Identify risks
    c. Qualitative risk analysis
    d. Quantitative risk analysis
    e. Risk response strategies

13. Planning project procurements
    a. Commonly used procurement contracts
    b. Make vs. buy decisions
    c. Procurement documents
    d. Procurement plan

14. Planning project stakeholder engagement
    a. Stakeholder engagement assessment matrix

15. Project execution
    a. Work orders
    b. Team development
    c. Conflict management
    d. Quality assurance
    e. Procurement processing

16. Monitoring & Controlling the Project
    a. Integrated change control
    b. Scope control
    c. Earned Value Management
    d. Communications control
    e. Project audits

17. Project ending
    a. Closing procurement contracts
    b. Closing the project