



an eegis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Project Management Fundamentals

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ProjacsAcademy.com



Introduction

In today's dynamic and demanding markets, organizations that want to lead and achieve growth that far exceeds what their competition is planning for as well as what they have been used to in the past, can not afford to be just a good organization, but rather a Great Organization.

Great Organizations need to adopt aggressive, well-balanced and coordinated strategies to achieve their desired vision. Those strategies need to identify attainable and measurable goals, for which the organization can assure that their strategies will be deployed as planned. Modern Project Management is the most appropriate way that enables the organizations to successfully achieve its goals.

What this means? Organizations who want to become Great Organizations need to shift their strategy from "Running the Business" to "Growing the Business". This would require those organizations to initiate, strategically align, prioritize, plan and successfully deliver hundreds of projects to achieve their desired vision. Those will include strategy, operational, new-product, new-services and capital investment projects. Projects that will require individuals from the different functional divisions to be set accountable for delivering their scope as well as manage resources, labor and non-labor, collaborate with other team members, and communicate with external and internal stakeholders.

Project Management is a discipline that helps to promote the environment of disciplined people, disciplined thoughts, and disciplined actions. This will provide the organization with the energy to achieve their ultimate strategic goals and eventually their desired vision.

Who Should Attend?

Project team, functional manager, operation manager, individuals who are interested to know the basics of project management, operation team

Objectives

- Illustrate the fundamental concepts of project management:
 - Definition of project and project management
 - Organizational project management and how to use it
 - Project management office
 - Organization structure
 - Project management knowledge areas and process groups
 - Define and differentiate between the project and project management life cycle.
- Illustrate the how to align the project with the strategic objectives of the organization?.
- Using the project management tools and techniques to develop a detailed project management plan
- Illustrate how to use the concepts of phase and phase gate as project methodology.
- Define how to initiate the project (using project charter), to execute the project, to control the project through earned value management and how to handover and close the project.

Course Outline

Day One

Framework of Project Management

- Introduction
- Project Definition and Life Cycle
- Project Stakeholders
- Project Management Processes
- Balancing the Project's Triple Constraints
- Roles and Responsibilities of Project Management Group

Project Management Initiation Process Group

- Identify Project Stakeholders
- Develop Project Charter

Day Two

The Project Management Planning Process Group

- Project scope planning, definition and WBS
- Developing the project detailed schedule
- Resource loading and leveling
- Cost Estimating and Budgeting
- Quality Plan
- Communications Plan
- Organization structure, Responsibility Matrix and Staff Plan
- Risk Planning, Risk Identification, Qualitative Analysis, Quantitative Analysis and Risk Response Plan
- Procurement Management Plan
- Project Management Plan (PMP)

Day Three

Project Management Execution Process Group

- Direct and Manage Project Execution
- Quality Assurance,
- Staff Acquisition Activities,
- Team Development,
- Request Seller Response,
- Select Seller

- Information Distribution, Performance Measurement

Project Management Monitoring & Controlling Process Group

- Deliverables Acceptance and Scope Control
- Quality Control
- Contract Administration
- Manage Team
- Manage Stakeholders
- Schedule Control
- Earned Value Management and Cost Control
- Performance Reporting
- Risk Response and Control
- PMP Execution and Control, Integrated Change Control

Project Management Closing Process Group

- Administrative closure
- Contract closeout

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.