

Managing Projects

YOU WILL LEARN TO:

- Master fundamental project management skills, concepts and techniques
- Link project goals and objectives to clear, compelling stakeholder needs
- Develop work breakdown structures
- Set realistic, measurable objectives and ensure positive results
- Estimate project costs and schedules using simple, proven techniques
- Establish a dependable project control and monitoring system

COURSE SYNOPSIS

Get a solid understanding of project management methods with this comprehensive introductory course. Managing Projects gives you the foundation, techniques and tools to manage each stage of the project life cycle, work within organisational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilise state-of-the-art project management tools to get the work done on time and within budget.

Covering the entire project life cycle, this course is built around best practices currently used in today's fast-paced business environment. The latest insights from the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, which incorporates information critical to project success, are also highlighted.

As part of your course materials, you will receive a copy of *Dictionary of Project Management Terms*, Third Edition, by J. LeRoy Ward, PMP, PgMP.

Reminder: Participants taking this course should not take *Managing IT Projects*.

PMBOK and PMI are registered marks of the Project Management Institute, Inc.

KEY TOPICS

- ✓ **Introduction to Project Management**
 - What are "projects"?
 - Why project management?
 - The project life cycle
 - Influences on a project
 - Key stakeholders
 - Project management process groups
 - Project manager responsibilities
- ✓ **Project Initiation**
 - Understanding the role of senior management
 - Needs assessment
 - Project selection
 - Benefit/cost ratio
 - Present value and net present value
 - Building SMART objectives
 - Specific
 - Measurable
 - Agreed to
 - Realistic
 - Time-constrained
 - Developing requirements
 - Project charters
 - Project requirements document
- ✓ **Project Planning**
 - Scope planning
 - The work breakdown structure
 - Estimating
 - Schedule planning
 - Network diagrams—CPM
 - Speeding up the schedule
 - Project management planning software
 - Cost planning
 - Responsibility matrix
 - Resource loading and levelling
 - Risk planning
 - Procurement planning
 - Communication and quality planning
- ✓ **Project Implementation**
 - Baselines
 - Developing the project team
 - Organisations and team structures
 - Managing change
 - Managing risk
 - Performance reporting
 - Reserves
 - Assessing and monitoring project performance
 - Earned value
 - Sunk costs
- ✓ **Project Closeout**
 - Scope verification and customer acceptance
 - Administrative and contractual closure
 - Transferring lessons learned to future projects

**Course
Duration**
3 days

PDU's: 22.5



This course is also available in e-training format.



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