

## PROJECT MANAGEMENT TRAINING

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**COURSE LENGTH: 2.0 DAYS**

Project management skills have become more of a general management tool than the sole requirement of the specialist project manager. Everybody now recognizes the importance of delivering business results to specification, on time and within budget. That is exactly what project management skills enable you to do; even if what you are working on is not officially called a 'project'. The ability to successfully manage projects from beginning to end, no matter their size, is a highly desirable skill.

Utilizing PMBOK, a global set of benchmarks, the PD Training Project Management training course has been designed to equip you with the skills required for today's diverse and challenging requirements in the workplace. You will be exposed to concepts like project planning worksheets, how to manage resources, estimating time and costs and much more.

This dynamic training course is available now throughout Hong Kong.

This Project Management training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

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## PROJECT MANAGEMENT TRAINING COURSE OUTLINE

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### FOREWORD

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

The project management role is arguably the most challenging of roles within the project team. As the project progresses through its various life cycle stages, project managers must be able to adapt themselves to the changing demands of the project and the team.

Effective and efficient Project Managers will ensure project success and help organizations and individuals exceed stakeholder expectations. This workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day.

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### OUTCOMES

- Define projects, project management, and project managers
- Identify the importance of PMBOK and PMI
- Examine the five process groups & nine knowledge area as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment & write goals, requirements & deliverables
- Create key project documents including a statement of work, project plan worksheet & project charter
- Build a project schedule, estimating time, costs & resources
- Master the work breakdown structure
- Create project planning documents including a schedule, a risk management plan & a communication plan
- Use planning tools including the Gantt chart, network diagram & RACI chart
- Establish and use baselines
- Monitor and maintain a project
- Perform basic project management tasks including leading status meetings
- Manage and complete all documents at the end of a project

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### MODULES

#### Lesson 1: Getting Started

- Workshop Objectives

#### Lesson 2: Key Concepts - Part One

- What is a Project?
  - What is Project Management?
  - What is a Project Manager?
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### Lesson 3: Key Concepts - Part Two

- About the Project Management Institute (PMI)
- About the Project Management Body Of Knowledge (PMBOK)
- The Five Process Groups
- The Nine Knowledge Areas
- The Triple Constraint

### Lesson 4: Initiation - Part One

- Identifying Your Stakeholders
- Assessing Needs and Wants
- Setting a SMART Project Goal
- Creating Requirements and Deliverables

### Lesson 5: Initiation - Part Two

- Creating a Statement of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

### Lesson 6: Planning - Part One

- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs

### Lesson 7: Planning - Part Two

- Building the Work Breakdown Structure
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- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

### Lesson 8: Planning Tools

- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Going the Extra Mile: Microsoft Project

### Lesson 9: Executing the Project

- Establishing Baselines
- Monitoring Baseline Variances
- Schedule Reduction Methods

### Lesson 10: Maintaining and Controlling

- Making the Most of Status Updates
- Managing Change
- Monitoring Risks

### Lesson 11: Closing Out

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

### Lesson 12: Wrapping Up

- Words from the Wise
- Your Notebook

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)