PROFESSIONAL DEVELOPMENT TRAINING

Project Management Training

5808 8521

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2.0 DAY COURSE

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.

Click on the In-house tab below to generate an instant quote.

What You'll Gain:

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.

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

Modules

Lesson 1: Key Concepts

- Expectations
- Workshop Objectives
- Project Terminology
- The Principles of Project Management
- Project Performance
- Project Managment Knowledge Areas
- Portfolio, Program and Project
- Project Management Plan
- The Triple Constraint
- The Project Life Cylce

Lesson 2: Initiation - Part One

- Defining the Scope
- Creating the Project Scope
- Completing the Project Charter

Lesson 3: Initiation - Part Two

- Defining the Project Scope
- Creating a Statment of Work
- Completing the Project Charter

Lesson 4: Planning - Part One

- Managing Expectations
- Breaking Down the Work of the Project
- Estimating Time
- Estimating Resources

- Estimating Costs

Lesson 5: Planning - Part Two

- Creating the Schedule
- Gantt charts
- The Network Diagram
- Using a RACI Chart

Lesson 6: Planning - Part Three

- Project Risk
- Creating a Communication Plan

Lesson 7: Executing the Project

- Establishing Baselines
- Monitoring Project Progress

Lesson 8: Maintaining and Controlling the Project

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

Lesson 9: Closing Out

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

Talk to our expert team

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