

GLOBAL EXPERTS INSTITUTE FOR TRAINING.
ISO 9001-2008 TRAINING PROVISION CERTIFIED

Project Management Principles and Practices Specialization

Schedule Dates:

| Start Date | End Date | Place |
|-------------------|-----------------|---|
| 11 Feb 2024 | 15 Feb 2024 | London – Hilton Double Tree Hotel- Kinsington |

Program Introduction:

The Principles and Practices of Project Management short course provides you with the practical know-how to schedule and authorize projects, allocating resources and setting up cost and time estimations. During the course, you will gain insights to develop a business case for a project, initiate the project, plan its lifecycle phase, manage scope changes and deliver a scope statement, identify work packages and identify stakeholders (including their roles and responsibilities) on a project in your organization yielding the benefits of project support systems and specialized management planning techniques.

Program Objective:

- ✓ Initiate projects,
- ✓ Identify stakeholders and develop scope statements for projects in their work environment
- ✓ Manage scope changes
- ✓ plan the life cycles of projects in their work environment
- ✓ Allocate resources,
- ✓ Estimate costs and control progress of delivery
- ✓ Explain the benefits and limitations of systems such as MS Project and others, and
- ✓ Explain the basics of critical chain project management and of systems to authorize project work.

Who should attend?

This course is designed primarily for project managers, practicing project managers who want to learn a structured approach to managing projects, or any organization seeking to establish a project management culture.

Program Outlines

Day One

Introduction to Project Management

- What Is a Project?
- What Is Project Management?
- Programs, Portfolios, and Operations
- Fundamental Concepts in Project Management
- Responsibilities of the Project Manager

Day Two

Defining the Project

- Starting the Project
- Project Charter
- Exercise: Create a Project Charter
- Team Charter

Project Planning Overview

- Project Planning Introduction
- The Project Management Plan (PMP)
- Development Approaches
- Exercise: Choosing Development Approaches

Day Three

Stakeholders and Communications Management

- Stakeholder Management
- Exercise: Develop a Stakeholder Register
- Communications
- Planning Project Communications
- Exercise: Develop a Communications Matrix

Day Four

Developing the Initial Project Schedule

- Project Schedules
- Step 1: Determine Activities and Milestones
- Step 2: Sequence the Activities and Milestones
- Step 3: Assign Resources
- Step 4: Estimate Effort and Duration
- Step 5: Develop the Schedule and Identify the Critical Path
- Step 6: Portray the Schedule
- Exercise: Reviewing a Project Schedule
- Schedule Management Plan

Day Five

Managing the Project




- What is Managing?
- Obtain Status Information
- Compare Actual Results with Baselined Plan
- Identify Variance
- Analyze Variance and Forecast Future Results
- Record Actual Results
- Are the Results Acceptable?
- Determining Corrective Action
- Create a Corrective Action Plan
- Update the Project Plan
- Communicate Project Status
- Manage Change
- Exercise: Determining Project Performance

Training Methodology:

- Slide presentations
- Interactive discussion
- Simulations and Gamification
- Online Video material

Cost Quotation in Kuwaiti Dinars

The total cost includes:

-  Instructor(s) expenses
-  Training materials
-  Certification

Total Cost: 1350 KD per Participant

(One Thousand Three Hundred Fifty Kuwaiti Dinar)