

## **Project Management: Agenda**

### **Day One**

- What is Project Management
  - Definition of a project and project management
  - Relationship to other management disciplines
  - Examples
- The Project Management Context
  - Stakeholders, project manager's role
  - Project organization managerial styles
- Project Management Processes
  - Phases of project management
  - Stages of a major project

### **Day Two**

- Project Management Integration
  - Project plan development/execution : tools and techniques
  - Overall change control
- Project SCOPE Management
  - Initiation - does the project all (and only) the work required?
  - Problem definition
  - Determining feasibility
  - Generating project ideas
  - Establishing project objectives
  - Case study

### **Day Three**

- Project Time Management: Planning, Scheduling and Controlling
  - Work breakdown structure
  - Precedence relationships
  - Sequencing project tasks
  - Precedence diagrams
  - PERT diagrams
  - Cost and time estimating
  - Gantt charts

### **Day Four**

- Cost Management
  - Resource planning
  - Estimating
  - Budgeting
  - Control

- Quality Management
  - Planning: tools and techniques
  - Assurance
  - Control
- Project Human Resource Management
  - Skill identification/utilization
  - Planning for project staffing needs
  - Case study
  - Project team lifecycle
- Effective Project Communication
  - Communications planning
  - Elements of project documentation
  - Performance reporting
- Project Risk Management
  - Risk identification
  - Quantification
  - Exercise
- Procurement Management
  - Procurement planning
  - Solicitation/source selection
  - Contract administration
  - Contract close-out