

Mastering Project Management

This is a three-day intensive course with hands-on sessions to help participants develop basic project management background knowledge and specific project planning skills. By using case study, participants will define specific project activities by using a work breakdown structure (WBS), sequence those activities in the form of a network diagram, create a schedule and cost estimate, and project budgets. You will also learn essential attributes of a successful project manager, create a formal project communications plan, get organized to acquire staff, and identify potential risks to the project plan, along with ways of minimizing these risks.

The course is registered with PMI and fulfills 21 of the 35 contact hours pre-requirement for PMP examination.

Course Duration: 3 days

Course Format: Lectures, case study, group discussion, case presentation

Key topics:

- Basic concept review including project initiation & planning
- The origins of the field of project management and the role of today's project manager
- Basic project management terms and definitions
- Differences between projects and ongoing operations
- Explain how different organization structures can support or impede PM efforts
- Some of the socioeconomic influences that affect projects
- Benefits of organizing project activities into phases
- The Generic Project Life Cycle
- The five project management processes and activities associated with each
- Relationship between the five project management processes in PMBOK® and the project life cycle
- Roles and responsibilities of a Project Manager
- Through case studies and group exercises, participants will learn to:
 - Describe project scope
 - Define and sequence project activities
 - Estimate durations for activities and resources required
 - Develop a project schedule

- Estimate costs
- Build a budget and spending plan
- Develop project communications and stakeholder management plan
- Build up a project team and manage team conflicts
- Execute and control projects effectively
- Identify, plan and manage risks
- Learn the essential competencies of a great project manager

Upon completion of this course, participants will:

- ✓ Have an overview of project management methods and fundamental project management skills, concepts and techniques.
- ✓ Immediately use the tools and techniques from this course to begin planning their next projects.
- ✓ More accurately estimate project scope by using detailed guidelines and worksheets.
- ✓ Discover how to identify critical project team members and determine their specific roles and responsibilities.
- ✓ Complete the first step towards PMP examination preparation.

PMBOK® Guide Knowledge Areas:

- ▶ Integration Management
- ▶ Scope Management
- ▶ Time Management
- ▶ Cost Management
- ▶ Risk Management
- ▶ Human Resource Management
- ▶ Communications Management

Contact Celina Cheng (celina@knowledgecentury.com) for course schedule and additional information.