Effective Project Management Skills with Project Risk Management

Overview

In today's challenging economic climate, every business has to keep costs under control; everyone is under pressure to get their product to market more quickly and within budget. Careful resource management is critical to ensure there is no wastage of time or money.

Effective Project Management is about achieving objectives by successful planning, organizing resources and effective execution whilst managing the expectations of customers and stakeholders.

Any standalone development or change, however small, will require good project management skills to make sure they are delivered on time, on budget, and within the scope

An Effective Project Team is able to achieve the specific goals that the organization sets out. Various tools are available in Project Management methodologies that can be applied directly to your critical missions in the business.

Course Objectives:

- To develop and understand skills involved in Project Management
- To increase awareness and strengthen skills in applying participatory methods to project management
- To explain fundamentals of project management
- To implement project administration processes according to requirements
- To monitor, evaluate and communicate simple project schedules
- To support the project environment and activities to deliver project objectives
- To develop Project Management Program

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DAY 1

Time	Subjects
10.00 -10.30 am	**Module 1**: Project Management Fundamentals • What is Project Management • The Good Project Manager • Why Projects Fail • Key Steps Of Project Management
10.30 -11.30 am	**Module 2: Project Design & Project Management Activities** • Planning Tools • Human Behaviors Effecting Projects • Risk Management • Quality Assurance • Procurement Management • Conflict Management
11.30 -12.00 pm	**Module 3: Project Life Phases** • The 4 phases of Project Life Cycle • Creating the Project Plan • Project Risk Management
12.00 -1.00 pm	Lunch
1.00 - 3.00 pm	**Module 4: High Performance Planning for Project Management** • The Planning Activities • The Nature Of Planning • Strategic Planning • 5W- 1H
3.00 -4.30 pm	**Module 5: The Control Process** • Overview of Control Process • Characteristics and Goals of an effective control process • Identifying Issues using Control Process • Efficiency Effectiveness & Impact • Problem Solving & Decision Making
4.30 - 5.00 pm	Exercise

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Day 2

Time	Subject
10.00 —11.30 am	**Module 6 : Project Implementation** • Work Breakdown Structures • Project Scheduling • Project Timelines • Building a Gantt Chart • Kick Off Meetings • Documentations
11.30 — 12.00 pm	**Module 7: Project Stakeholder Management** • Stake Holder Management • Stakeholder Analysis • Stakeholder Communications • RACI Techniques
12.00 — 12.30 pm	Lunch
12.30 —1.30 pm	**Module 8a: Project Execution** • Kick-Off Meetings • Communication Management • Project Scoping
1.30 —2.00 pm	Exercise
2.00 —2.30 pm	**Module 8b: Project Execution** • Work-breakdown Structures • Project Timeline • Project Schedules • Project Reporting
2.30 —3.30 pm	Exercise
3.30 —4.30 pm	**Module 9a: Project Close Out** • Overall Project Assessment • Project Punch List • Post Implementation Review
4.30 —5.00 pm	**Module 9b: Project Close Out** • Project Review • Project Close-out checklist • Post Implementation Review

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