

DAY 1: UNDERSTANDING PROJECT MANAGEMENT

TIME	COURSE DESCRIPTION
0900 - 1030	<ul style="list-style-type: none">• Delegate introductions• Unit 1 : Introduction to a Project• Exercise : The Paper Chain Project• Unit 2 : Understand the root causes of project failure• Tips To Ensure Project Success
1030 - 1045	COFFEE BREAK
1045 - 1245	<ul style="list-style-type: none">• Unit 3 : Introduction to Project Management Framework<ul style="list-style-type: none">○ What is a Project?○ Difference between Project & Operations○ What is Project Management?• Project Governance• Life Cycles<ul style="list-style-type: none">○ Product Life Cycle○ Project Life Cycle• Project Management Life Cycle – 5 Process Groups, 10 Knowledge Areas
1300 - 1400	LUNCH
1400 - 1530	<ul style="list-style-type: none">• Unit 4 : Project Initiation• Senior Management and Project Initiation• Business Case and Business Benefits• Project Charter• Stakeholder Identification and Analysis• Exercise : Stakeholder Analysis• Unit 5 : Project Scope• Understanding Requirements Collection• Defining Scope• Work Breakdown Structure• Exercise
1530 - 1545	COFFEE BREAK
1545 - 1700	<ul style="list-style-type: none">• Unit 6 : Schedule• Sequencing of Activities and Critical Path Analysis• Exercise: Build a Network Diagram and Critical Path• Unit 7 : Cost• Project Cost Estimating• Project Budgeting• Unit 8 : Quality Management• Project Quality Management

DAY 2: UNDERSTANDING PROJECT MANAGEMENT

Time	Course Description
0900 - 1030	<ul style="list-style-type: none">• Unit 9 : Resource Management• How to manage different types of resources• Physical and Virtual Resources• Human Resources• Exercise : RACI Matrix• Teams are made up of individuals• Exercise: Personality profiling on delegates• Unit 10 : Communication Plan• Project Communication Management
1030 - 1045	COFFEE BREAK
1045 - 1245	<ul style="list-style-type: none">• Unit 11 : Procurement Management Plan• What is a Contract?• Types of Contract• Contract Administration• Dealing with Contractors and Changes on the project• Claim Management• Unit 12 : Risk Management Plan• Risk Identification and Prioritization• Risk Response Planning• Exercise : Risk Identification and Response Planning
1300 - 1400	LUNCH
1400 - 1530	<ul style="list-style-type: none">• Unit 13 : Project Execution<ul style="list-style-type: none">○ Managing your time effectively○ The elements of time management○ Meeting Management• Unit 14 : Monitoring & Control the Project<ul style="list-style-type: none">○ Cost & Financial Control○ Controlling the project objectives○ Change Control procedures
1530 - 1545	COFFEE BREAK
1545 - 1700	<ul style="list-style-type: none">• Unit 15 : Project Closing<ul style="list-style-type: none">○ Guidelines for Project Closure○ Lessons Learned