

Fundamentals of Project Planning and Management

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Fundamentals of Project Planning and Management



Overview

With the ever-increasing complexity of projects, coupled with the high volatility in customer expectations nowadays, it has become of paramount importance to manage projects by professionals with a specific skill set, using structured methodologies to bring projects to a successful closure. The Project Management Fundamentals course covers the essential principles of managing projects across all industries and businesses. The course presents a comprehensive overview of the Project Management cycle, spanning from project initiation to closure, which provides a straightforward methodology for managing projects within the organisation. Additionally, this course emphasises the skills, tools, and techniques that enable aspiring project professionals to become competent project managers.

Course Objectives

- Define several key project management terms.
- Recognize the relationship between project, program, and portfolio management.
- Describe different organizational structures and their effect on managing projects.
- Define project roles and responsibilities.
- Recognize the importance of soft skills- such as leadership, team building, and communication- in managing projects.
- Initiate and authorize a project
- Plan for a successful project
- Execute the project plan
- Monitor and control project execution
- Close the project and document lessons learned



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Course Content

1. The Project Management Context

- Key Terms in Project Management
- Project, Program, and Portfolio Management
- Effect of Organizational Structures on Project Management
- The Project Lifecycle
- The Triple Constraints
- Project Management Roles and Responsibilities
- Project Management Process Groups
- Stakeholder Management

2. Project Initiating

- Project Statement of Work (SOW)
- Stakeholder Analysis
- Business needs and project purpose
- Project boundaries and deliverables
- Product requirements and characteristics
- Project acceptance criteria
- Major milestones, summary budget, assumptions, and constraints

3. Project Planning

- Project Integration Management
- Project Scope Planning
- Project Schedule Planning
- Project Cost Planning
- Project Quality Planning
- Project Risk Planning

4. Project Executing and Controlling

- Implementing the Project Management Plan
- Developing Project Controls and Key Performance Indicators
- Earned Value Management
- Project Change Management
- Project Status Reports



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Course Content

5. Project Closing

- Administrative and Contractual Closing
- Formalizing Final Acceptance by Key Stakeholders
- Project Closure Report
- Project Documents
- Lessons Learned

Targeted Audience

- Project Managers and Project Coordinators
- Project Planners
- Project Engineers
- Department and Functional Managers
- Project Management Office (PMO) members
- Project Sponsors and Senior Management

Course Methodology

Facilitated by an experienced professional trainer, this training course will be conducted as a highly interactive workshop session. A variety of training methodologies and facilitation techniques will be used before and during the course whenever applicable. These methods are aimed at enhancing individual and group interaction while maximizing learning. Some of these methods are:

- Online Pre-post Test
- Colorful Visual Aids
- Gamification
- Self-Assessment Instruments
- Simulations
- Case Studies
- Videos
- Group Exercises & Discussions
- Role-plays
- Indoor & Outdoor games

