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## Project Management Master Class Date: View Online -- Venue: London -- Fee: £5,000

**Overview:**

This program is designed to develop a firm foundation of Project Management and provide the delegate with a vast array of flexible tools and techniques that are critical to project success and keeping all projects on track even during unpredictable and troubling times in any type of organisation

The course is structured around the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide) developed by the Project Management Institute (PMI)® and covers the complete project life cycle

**Coverage:**

* Develop a strong understanding of the underlying principles of Project Management
* Learn tools and techniques to manage each stage within the project life cycle
* Working within organisational and budget constraints
* Assessing stakeholder objectives and matching it with your own projects
* Motivating your Project Management team
* The role of technology within Project Management
* Deciphering organisational culture
* Influencing your group to produce effective results

**Objectives**

* Identify and prioritize project requirements to ensure successful delivery and stakeholder satisfaction
* Apply best practices to plan and run a project successfully using proven project management processes
* Implement risk management tools and techniques for identification, analysis and development of strategies
* Estimate resources and budgets, and schedule task work and duration with confidence

**How this helps your organisation?**

* **Improve the Project Estimation Process**
* **Ensure you selection and prioritisation of the right projects**
* **Optimise usage of organisational resources**
* **Minimize Project Risk and Reduce Project Failures**
* **Measure Productivity, Project Progress and Utilization**
* **Improve Reporting and Analytics**

## How this helps you personally?

* Improved Time Management skills
* Better organisational skills
* Gain the ability to exert influence without authority
* Become more self-motivated and confident in your ability to produce
* Hit your targets and never be late
* Anticipate problems or solve them as they arise

**Course Structure**

**Project Management Infrastructure**

* Introduction to the different types of Project Lifecycle Models
* Which model is best suited to you?
* Analysis of stakeholder objectives and targets

**Processes of Project Management**

* Defining a process
* Process groupings in Project Management
* How to create a Project Charter
* Creating a project management plan
* Communicating the scope and objective of the project
* Leading the execution effectively
* How to monitor and control the processes efficiently
* Limiting deviations from plan
* Project closing

**Project Integration & Scope Management Systems**

* Definition of Scope
* Planning your Project Scope
* Task breakdown, structure and assignment
* Verifying and controlling your scope

**Project Time Management systems**

* Breaking down objectives into smaller activities
* Definition of an Activity
* Activity Sequencing
* Resource allocation & estimation
* Duration estimation
* Creating a development schedule

**Project Budgeting**

* Project activity cost assessment
* Project Budgeting
* Cost Control

**Project Quality**

* Quality Assurance
* Planning
* Controlling quality and service level agreements

**Project Management – Human Resources**

* Selective Hiring
* Developing your team
* Liaising with the HR department
* Managing your Project Team

**Communication**

* Distribution of Information
* Planning ‘update meetings’
* Managing stakeholder expectations
* Reporting on team performance and giving feedback

**Project Risk Management Systems**

* Defining Project Risk
* Identifying potential causes of risk
* Monitoring Risk
* Quantitative & Qualitative risk analysis
* Contingency Planning

**Procurement Management**

* Solicitation
* Selecting appropriate vendors
* Contractual Agreement Planning & Management
* Closing a Contract

**Course Dates:** Weekly

**Venue:** London

**Address:** Radisson Hotel

**Fee:** £5,000