

50 BASICS TO SUCCESSFUL PROJECT MANAGEMENT



Training Content

The Objectives of this training are to make you aware of:

- ✓ What is a project versus project management
- ✓ Projects terminology – Organizations – Types – Resources
- ✓ Roles and responsibilities for the project team
- ✓ Project's Life Cycle
- ✓ The need to weigh project benefits and document a formal charter
- ✓ The importance of knowing key stakeholders and understand high level requirements
- ✓ How to understand company policies and the relevant environmental factors.
- ✓ Why think-tank limitation meetings and researching lessons learned on similar projects are imperative for success.
- ✓ How to select and manage your team your team and involve them in planning after defining major objectives.
- ✓ How to create a vision, project scope, and prepare a statement of work.
- ✓ The importance of understanding triple constraints limitations and brainstorming alternatives
- ✓ How create a Work Breakdown Structure, gather and align resources with activities.
- ✓ Steps to estimate activity durations, network diagrams and developing project schedules.
- ✓ How to create budget plans and keep buffers.
- ✓ How to understand risks and manage contracts.
- ✓ Ways of selling your project and getting management support
- ✓ Techniques to improve communication skills and develop you team.
- ✓ How to manage meetings and resolve conflict.
- ✓ Study and improve current processes.
- ✓ How to monitor progress, report performance and live up to stakeholders expectations.
- ✓ How to manage change and the importance of verifying products/ services.
- ✓ Steps for project closure and releasing resources.

Also included:
Instructor's Guide
with 5 Training
Activities
Plus Learner's Booklet!

A comprehensive Training Kit for
36 hours of Training

TRAINER'S BOX

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For General & Technical Questions email us at:

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