

€ TRAINING

Project Management: Tools and Techniques





Project Management: Tools and Techniques

Introduction:

Develop a solid foundation of project management tools and techniques with this comprehensive program. Discover a wealth of valuable, flexible, and easy to use tools and techniques that you can use immediately to help ensure the success of any project in any type of organization.

Conference Objectives:

At the end of this conference the participants will be able to:

- 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

Targeted Audience:

- Head of Departments
- Managers
- Project Managers
- Project Planning Staff
- Project Management Staff
- Professionals who want to gain great skills

Conference Outlines:

Unit 1: The Framework of Project Management:

- Choosing the right project lifecycle model
- Identifying and analyzing project stakeholders

Unit 2: Project Management Processes:

- What is a process?
- Project Management process groups
- Project Management knowledge areas
- Developing a project charter
- Documenting the project scope
- Developing a project management plan
- Directing and managing the execution
- Monitoring and controlling work
- Controlling change
- Closing the project

Unit 3: Tools and Techniques for Project Scope Management:

- Scope planning
- Scope definition
- Developing the Work Breakdown Structure
- Scope verification
- Scope control

Unit 4: Tools and Techniques for Project Time Management:

- Activity Definition
- Activity Sequencing
- Resource Estimating
- Duration Estimating
- Schedule Development
- Schedule Control

Unit 5: Tools and Techniques for Project Cost Management:

- Cost estimating
- Cost Budgeting
- Cost Control

Unit 6: Tools and Techniques for Project Quality Management:

- Quality Planning
- Quality Assurance
- Quality Control

Unit 7: Tools and Techniques for Project Human Resource Management:

- HR Planning
- Team Acquisition
- Team Development
- Team Management

Unit 8: Tools and Techniques for Project Communication Management:

- Communication Planning
- Information Distribution
- Performance Reporting
- Managing Stakeholders

Unit 9: Tools and Techniques for Project Risk Management:

- Risk Management Planning
- Identifying Risk
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Monitoring and Controlling Risk



Unit 10: Tools and Techniques for Project Procurement Management:

- Procurement Planning
- Contract Planning
- Solicitation
- Vendor Selection
- Contract Management
- Contract Closure