



## **UNIX Trainers & Consultants**

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## **Enhancement of Project Management Skills in the Public Sector**

### **Course Overview**

Much of the work that you do can be organized as a project. The ability to successfully define and subsequently manage a project is quickly leaving the realm of the extraordinary and is becoming a core competency for many organizations. Managing a project is not easy and project management skills do not come naturally to many people. Fortunately, the skills associated with defining and managing a project can be learned. Understanding and practising the concepts taught in this class increases the likelihood of success on the project.

### **Course Objectives:**

**At the end of this course, the participants will be able to:**

- Get an overview of the Risk Management Process
- Learn to identify risks that affect project quality, time & schedule, cost and scope
- Apply useful techniques to identify, analyze, mitigate and monitor risks in the project life cycle
- Learn how to create an effective risk monitoring plan and risk management strategies
- Use a practical, six-step process to manage project risk
- Develop a risk budget based on Expected Monetary Value (EMV)
- Become an expert in project management practice
- Gain confidence and professional insights needed for a project management career
- Apply best practices that apply to diverse projects in multiple industries
- Obtain a world-renown professional certification in project management
- Getting project management experience can open up the doors to rapid promotion

### **Unit 1: Project Integration Management:**

- Develop Project Charter
- Develop Project Management Plan
- Direct & Manage Project Work
- Manage Project Knowledge
- Monitor & Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

## **Unit 2: Project Scope Management:**

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Validate Scope
- Control Scope

## **Unit 3: Project Stakeholders Management:**

- Identify Stakeholders
- Plan Stakeholders Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement

## **Unit 4: Project Schedule Management:**

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

## **Unit 5: Project Cost Management:**

- Plan Cost Management
- Estimate Cost
- Determine Budget
- Control Costs

## **Unit 6: Project Quality Management:**

- Plan Quality
- Manage Quality
- Control Quality

## **Unit 7: Project Human Resource Management:**

- Plan Resource Management
- Estimate Activity Resources
- Acquire Resources
- Develop Team
- Manage Team
- Control Resources

## **Unit 8: Project Communications Management:**

- Plan Communications Management
- Manage Communications
- Monitor Communications

## **Unit 9: Project Risk Management:**

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Implement Risk Responses
- Monitor Risks

## **Unit 10: Project Procurement Management:**

- Plan Procurement Management
- Conduct Procurements
- Control Procurements

## **Targeted Groups:**

- Associate Project Managers
- Project Managers
- IT Project Managers
- Senior Project Managers
- Project Coordinators
- Project Analysts
- Project Leaders, Team Leaders
- Product Managers, Program Managers
- Project Sponsors and Project Team Members
- Project Management Professionals planning on taking the PMP