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Project Management Tools and Techniques

Course Overview

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.

Course Objectives:

At the end of this course, 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 the identification, analysis and development of strategies
- Estimate resources and budgets, and schedule task work and duration with confidence

Course Content:

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

Targeted Groups:

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