This course is designed to give the participant the most basic project management knowledge to enable him to navigate a project environment. This two-half day online course is completely derived from the Project Management Institute's A *Guide to the Project Management Body of Knowledge (PMBOK Guide)* but is distilled to its most basic concepts that can be easily taken in by participants. This is the ideal course for those who have no background in project management but will be exposed to project management work.

If you want basic project management skills, this course is for you.

At the end of this course, participants should be able to

- Know what a project and the basic aspects is to consider in a project
- Know what a stakeholder is and how to identify stakeholders
- Describe the activities needed in executing, monitoring and controlling, and closing projects

Course Outline

- DAY 1 – Initiating and Planning Projects
  - What is a project? What is a program?
  - Why do we have projects?
  - How are projects initiated?
  - Various aspects to plan for in a project
  - Baselining the project
  - *Breakout Discussion: Project Identification*
  - Identifying and Analyzing Stakeholders
  - *Breakout Discussion: Stakeholder Analysis and Identification*
  - Wrap-up Day 1
- DAY 2 – Executing, Monitoring & Controlling, and Closing Projects
  - Managing Meetings
  - Monitoring work completion

- Identifying and Analysis of Risks and Issues in a project
- *Breakout Discussion: Identification and Analysis of Risks*
- Preparing the Project Status Report
- Three C's of Project Communications
- *Role-Playing: Project Status Reporting*
- When and How are projects closed?
- Wrap-Up Day 2

Course Duration

- 2 half days – online classroom

Delivery Methodologies

- Lecture and Discussion
- Role Playing

This course is recommended for

- Project Managers and Project Team members with little or no formal PM training
- Project Executives
- Project Stakeholders
- Anyone involved in the development and implementation of projects

Upcoming Events

Notice
There are no upcoming events.