

€ TRAINING

Project Management Tools and Techniques





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Introduction

A Project Management Tools and Techniques program is a training program focused on familiarizing participants with a diverse array of tools and methodologies essential for effective project management. It covers a wide range of software applications, techniques, and frameworks commonly used in the project management field, including Gantt charts, critical path analysis, and agile methodologies. Through hands-on training and practical exercises, participants learn how to leverage these tools and techniques to plan, execute, and monitor projects efficiently, enhancing their ability to deliver successful outcomes within scope, time, and budget constraints.

Program Objectives:

At the end of this program, 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.

Targeted Audience:

- Project managers and team leaders.
- Program managers.
- Project coordinators.
- Business analysts.
- Team members assigned to projects.
- Project control professionals.
- Operations managers.
- IT managers.
- Construction managers and supervisors.

Program outline:

Unit 1:

Project Management Processes:

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

Unit 2:

Tools and Techniques for Project Scope Management:

- Scope planning and definition.
- Developing the Work Breakdown Structure.
- Scope verification and control.
- Activity Definition and sequencing.
- Resource and duration Estimating.
- Schedule Development and control.

Unit 3:

Cost and quality Techniques:

- Cost estimating, budgeting and controlling.
- Quality Planning.
- Quality Assurance and control.

Unit 4:

Team management and planning strategies:

- HR Planning.

- Team Acquisition, development and management.
- Communication Planning.
- Information Distribution.
- Performance Reporting.
- Managing Stakeholders.

Unit 5:

Risk control and contract management:

- Risk Management Planning.
- Identifying Risk and creating a response plan.
- Qualitative and quantitative Risk Analysis.
- Monitoring and Controlling Risk.
- Procurement and contract Planning.
- Solicitation.
- Vendor Selection.
- Contract Management and closure.