

€ TRAINING

Effective Project Management





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Introduction:

The Effective Project Management program is designed to equip participants with the essential skills and knowledge required to successfully plan, execute, and control projects, emphasize methodologies, communicate, and engage with stakeholders for a successful work environment.

Program Objectives:

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

- Enhance Risk Management Across the Project Life Cycle.
- Utilize Solid Metrics for Project Tracking.
- Manage Difficult Vendors Effectively.
- Enhance Time and Cost Estimation for Complex Projects.
- Mitigate Cost and Schedule Risks with Advanced Techniques.
- Report Progress on Complex Projects.

Targeted Audience:

- Project Managers.
- Members of Project Offices.
- Project Sponsors.
- Functional Managers.
- Senior Management.

Program Outlines:

Unit 1:

Introduction:

- Why do we do projects?
- What is a project?

- What is project management?
- Project Delivery Systems.
- Life-cycle Models.

Unit 2:

Project Selection:

- Qualitative techniques and Quantitative techniques - Economic Evaluation.
- Selecting the right project manager.
- Project Objectives and Stakeholder assessment - who wants what?
- Identification of stakeholders.
- Stakeholder analysis.
- Management of stakeholders.

Unit 3:

Planning:

- Task Characteristics and Duration Assessment.
- Planning and Scheduling Methods.
- Critical Path VS Critical Chain Scheduling.
- Resource Allocation Methods.
- Time-Cost Trade-off.
- Lead/Lag Scheduling and Critical Chain scheduling.

Unit 4:

Proactive Project Risk Management:

- What do we mean by risk?
- Risk VS Uncertainty.
- Attitudes towards risk.
- Risk identification, factors, sources and approaches.

- Qualification and quantification of probability and impact.
- Dealing with subjective elements of risk.
- Risk strategies.

Unit 5:

Executing, Monitoring and Controlling:

- Implement Lean Construction Strategies.
- Acquire and Manage Project Staff.
- Foster Team Development and Motivation.
- Differentiate Leadership from Management.
- Apply Management Styles and Conflict Resolution Techniques.
- Utilize Earned Value to Report Project Accomplishments.
- Implement Risk Management Strategies.
- Conduct Project Closing Processes.