

€ TRAINING

Advanced Project Management Tools and
Techniques





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Introduction:

Develop a solid foundation of project management tools and techniques critical to project success with this comprehensive program, structured after the PMBOK® Guide. Gain proficiency in advanced methodologies while discovering valuable, easy-to-use tools and techniques to navigate the entire project life cycle effectively. Master practices that ensure the success of any project in any type of organization.

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

Program outline:

Unit 1:

The Framework of Project Management:

- Choosing the right project lifecycle model.
- Identifying and analyzing project stakeholders.

Unit 2:

Project Management Processes.

- Understanding the project management process.
- Project management process groups and knowledge areas.
- Initiating the project with a clear project charter.
- Documenting and defining the project scope.
- Developing and executing a comprehensive project management plan.

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.