€TRAINING

Project Management Skills

9 - 13 December 2024
Kuala Lumpur (Malaysia)

Project Management Skills

REF: P1204 DATE: 9 - 13 December 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

The Project Management Skills program is tailored to enhance participants' competency in essential project management practices and techniques. Through a blend of theoretical knowledge and practical applications, participants develop proficiency in leadership, communication, problem-solving, and decision-making within project environments.

Program Objectives:

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

- Plan projects using the statement of work and Work Breakdown Structure WBS.

- Schedule projects activities and build the project network model.

- Calculate project budgets and schedule variances using Earned Value EV techniques.

- Select the right projects using capital budgeting techniques.

- Relate to project stakeholders through better negotiation and communication skills.

Targeted Audience:

- Project managers.

- Members of project offices.

- Project Sponsors.

- Functional managers and Senior management.

Program Outlines:

Unit 1:

Planning Projects:

- Distinguishing Projects from Operations: Definitions and Applications.

- Managing Project Constraints and Benefits.

- Exploring the Project Life Cycle and Charter.

- Defining Project Scope, Specifications, and Constraints.

- Applying Work Breakdown Structure for Project Decomposition.

- Understanding the Fundamentals of Project Management Definitions and Practices.

Unit 2:

Scheduling Projects:

- Sequencing Activities: WBS Linkage and Predecessor Techniques.

- Mastering Project Evaluation: PERT and Critical Path Method CPM.

- Scheduling Strategies: Forward and Backward Scheduling Methods.

- Visualizing Progress: Gantt and Milestone Charts.

- Optimizing Resources: Resource Planning and Leveling.

- Efficiency Techniques: Slack Management and Schedule Compression Strategies.

Unit 3:

Organizing and Controlling Projects:

- Project Organization and Control: Reporting and Auditing.

- Implementing Earned Value Management: Variances and Performance Indexes.

- Maximizing Project Efficiency: Benefits of Earned Value Management.

- Utilizing Software Tools: Role and Importance in Project Management.

- Evaluating Schedule and Budget Variances for Performance Improvement.

- Enhancing Project Management Reporting for Better Decision-Making.

Unit 4:

Selecting Projects Using Capital Budgeting Techniques:

- Definition of capital budgeting.

- Accounting Rate of Return ARR.

- Payback Period PP.

- Net Present Value NPV.

- Internal Rate of Return IRR.

Unit 5:

Managing Project Stakeholders:

- Identifying stakeholders.

- Types of stakeholders.

- Managing stakeholder engagement.

- Project manager skills.

- Project negotiation.