

PROJECT MANAGEMENT SKILLS



The overall aim of this course is to provide participants with the necessary skills required to plan their projects by creating project scope statements and project work breakdown structures. Additionally, participants will learn how to develop key performance indicators for monitoring and controlling their project schedule and budget. The course also aims at assisting participants in appraising the feasibility of their projects by applying capital budgeting techniques.

Learning Objectives

- Understand what is meant by a project
- Explain what project management means
- Identify benefits of projects
- Identify the phases of a project's life cycle and apply a simple lifecycle to a project in order to break in into easily manageable stages.
- Plan projects using 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

Who should attend?

This module is specifically designed for those who are new to projects, or a non-project staff who wants to gain basic understanding of the project management systems, tools and processes.

Modes of delivery

The module shall be delivered by way of:

- Lectures
- Demonstrations
- Group presentations
- Case studies
- Assignments

Each training group will have their training resources tailor made to meet their specific training requirements. The delivery method will be adjusted accordingly.