

Project Management for Project Manager

Duration 3 Days (Lecture, Discussion and Exercise)

COURSE DESCRIPTION

Project Management Fundamental

- What's Project Management?
- History of Project Management
- Why Project Management?
- Overview of Project Management Body of Knowledge (PMBOK) – 6th Edition
- Portfolio Management, Program Management, and Project Management
- Organizational Influence and Project Lifecycle
- Project Management Process

Initiating the Project

- Create a Project Charter
- Identify Stakeholder

Project Planning

- Develop Project Management Plan
- Plan Scope Management
- Requirement / Scope
- Develop WBS
- Plan Stakeholder Management

Schedule, Budget of Project

- Create Activity List
- Create a Project Network Diagram
- Estimation of Activity Duration
- Identify Critical Path
- Develop Project Schedule
- Determine Resource Requirements
- Plan Cost Management

Project Quality, Staffing and Communication

- Plan Quality Management
- Plan Human Resource Management
- Documentation of Roles, Responsibility and reporting relationships

- Plan Communication Management

Risk Assessment and Plan

- Plan Risk Management
- Identify Project Risks and Triggers
- Qualitative Risk Assessment/Analysis
- Quantitative Risk Assessment/Analysis
- Develop Risk Response Plan

Logistics Planning

- Plan Procurement Management
- Prepare a Procurement Document

Working the Plan – Execution

- Execute the Project Plan
- Implement Quality Assurance
- Acquire / Develop / Manage Project Team
- Manage Communication
- Conduct Procurement
- Administer a Contract

Control and Monitor a Project

- Manage Changes to Performance Baselines
- Review Deliverables and Work Results
- Control Project Scope Changes
- Control the Project Schedule
- Control Project Cost
- Control Project Quality
- Report Project Performance
- Monitor and Control Project Risk

Closing the Project

- Obtain Formal Acceptance (Close Project / Phase)
- Close Procurement

WHO NEEDS TO ATTEND

Associate project managers, project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, program managers, project sponsors, and project team members.