

MANAGING PROJECTS

A. COURSE OBJECTIVES

- To plan and deliver projects more effectively. Project management skills covered in this course include technical / 'hard' skills such as project planning and scheduling, resource management, scope management and quality management, as well as socio-cultural / 'soft' skills such as project team management, conflict resolution, project communication and leadership.

B. COURSE CONTENT

No	Module	Description
	Course Introduction	Context setting; introductions; participant expectations; course objectives, Overview of Project Management; course methods, schedule and rules
1	Project Initiation	Guidelines / discussion on effective project initiation
2	Project Planning	Project Planning & Scheduling concepts (Task break-downs; Task Precedence & Dependence; Lead Times; Parallel Processing; Critical Path; Resource Loading / Balancing); Project Scheduling activities / exercises
3	Project Management Case Work	Real life Project Management case which illustrates application of PM concepts
4	Managing Project Quality & Risks	Quality concepts; Identification of project risks; risk management processes
5	Project Closure	Guidelines / discussion on effective project closure
6	Managing People & Teams on Projects	Understanding people issues; effective coaching; effective delegation; project leadership; Questionnaire that illustrates application of concepts to live project situations; debrief involves discussion around participant choices
	Course Wrap Up	Learning summary; Key action points; Course feedback and closure.

C. COURSE AGENDA

No	Session	Time
	Course Introduction	09:00 AM – 09:30 AM
1	Project Initiation	09:30 AM - 10:15 AM
2	Project Planning Concepts	10:15 AM – 11:00 AM
	Tea Break	11:00 AM - 11:15 AM
3	Project Management Case Work	11:15 AM – 01:00 PM
	Lunch Break	01:00 PM – 02:00 PM
4	Managing Project Quality & Risks	02:00 PM – 03:00 PM
5	Project Closure	03:00 PM – 04:00 PM
	Tea Break	04:00 PM - 04:15 PM
6	Managing People & Project Teams	04:15 PM - 05:30 PM
	Course Wrap Up	05:30 PM - 06:00 PM