



JK Michaels



THE JK Michaels FUNDAMENTALS OF PROJECT MANAGEMENT

Training Module Description:

The training course will be a mix of lectures type, workshop type, the seminar will take the participant through the basic concept and skills in project management that can be immediately apply on the job.

THE STANDARD

PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK®).

The seminar modules will be fully compliant to the Project Management Institute Standards (PMBOK®)

Benefits

- You'll learn the most important project management skills and techniques
- You'll gain practical experience of applying these main techniques
- You'll boost your confidence in your ability to plan and manage projects
- You'll gain practical advice and tips from an experienced project manager

Who Should Attend?

- People with little or no experience of project management
- People who are intending to start managing projects soon
- People who need to learn project management skills quickly
- People who need to know how to effectively manage projects
- People who can only attend a one day project management course

Objectives

- To learn all the things you **need to plan** and **manage** your projects successfully every time

Duration

- One day. Our course focuses only on the absolute essentials. Other companies offer similar courses lasting 2-3 days but they will teach you lots of soft skills which we believe are best suited to separate courses.

Course Includes

- Instructor led tuition from an experienced project manager and trainer
- Individual and group exercises
- Delegate pack consisting of course notes, project management templates, project checklist, project road map, case study and questions.
- Certificate of training course attendance

Course Content

Terminology

You'll become familiar with common terminology.

What is a Project?

You'll learn the essential characteristics of all projects during this project management training.

Project manager

You'll learn what makes a good Project Manager and which duties are vital to successful outcomes.

Life-cycle

You'll learn to perform a breakdown into separate phases and learn what needs to be done in each phase.

What are the goals of the project?

You'll learn how to identify goals and objectives.

Scope

You'll learn why defining the scope early means more chance of success later.

Constraints

You'll learn why it's important to document and understand constraints to enable successful outcomes.

Stakeholder Analysis

You'll learn the importance of identifying and managing stakeholders throughout the lifecycle and learn how to conduct stakeholder analysis.

Work breakdown

You'll practise using common techniques during the project management training course such as creating Work Breakdown Structures to identify and package the work.

Roles & Responsibilities

You'll learn how to identify the roles and responsibilities of your team members.

Estimating

Estimation is a pitfall that many methods fail to overcome. You'll learn effective ways of estimating work.

Scheduling

You'll learn to perform effective scheduling using Gantt charts as a key planning technique.

Critical Path Analysis

You'll learn how to apply the critical path technique to help you deliver on time.

Budgeting

You'll learn how budgeting is performed throughout the project lifecycle.

Planning

Learn how to write a plan that will describe the way you intend to achieve the desired outcomes.

Baselines

You'll learn why baselines are critical for success and learn how to apply baselines to your plans.

Project Tracking

You will learn what things you will need to track in order to keep on course for success.

Reporting

Learn how effective reports can make the difference to enable you to track effectively.

Change Management

You will learn the best way to manage change without jeopardising your chance of success.

Risk Management

You'll learn some key risk management techniques to help you avoid failure. If you want to know "how do I write a risk management plan?" then we'll teach you.

Project Success

An understanding of why best practices are essential to improve the chances of delivering successfully.

Learning Lessons

You'll learn how to improve your project management practices from one project to the next to achieve ongoing project management improvement.

COURSE FEE:N25,000(EXCLUSIVE OF VAT)