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## **PROJECT MANAGEMENT ESSENTIALS**

Duration: one week

### **Course Overview**

This course provides a thorough grounding in project management concepts, processes and practices. It considers how projects can be organised, led and managed efficiently to deliver objectives on time and to agreed budget. This training course aligns with the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®).

Participants will learn how to effectively manage and lead projects. Participants will tackle key stages of project cycle and the skill required at each stage. Participants will also learn to establish and accomplish goals that are linked to stakeholder needs. Delegates will complete an assessment at the end of the training course.

### **Who Should Attend?**

Project managers, project consultants, finance consultants or any professional assisting in the management of projects or moving into project roles.

### **Course Outcomes**

Delegates will gain knowledge and skills to:

- Understand project scope management
- Establish a project structure and process
- Manage resources and budgets effectively
- Understand project human resource - members roles and responsibilities
- Explore stakeholder management - tips, tools and techniques
- Comprehend critical path analysis, network analysis, bar and Gantt charts
- Use project monitoring and evaluation criteria confidently
- Measure performance and provide feedback
- Manage risk, issue and uncertainty
- Close and evaluate the project

### **Training Methodology**

Participants will learn by active engagement during the training course through the use of training course materials, exercises, videos and group discussions on "real life" issues. Project management knowledge, skills, tools and techniques are taught through case studies, experiential exercises and practical examples.

### **Course Details:**

Course Fee: \$ 3000  
Date: 24-28 September 2018 Durban,  
19-23 November 2018 Dubai

## Diary

### **Day 1 - Introduction**

- The Nature of Projects and Project Management
- Project Delivery Systems / Life-cycle Models
- Stakeholder Analysis and Management
- Project Human Resource Management
- Typical Project Organization Structure

### **Day 2 - Planning**

- Scope Identification
- Estimating Duration
- Planning And Scheduling Methods
- Critical Path Scheduling
- Resource Allocation Methods
- Time-Cost Trade-Off
- Lead/Lag
- Critical Chain Scheduling

### **Day 3 - Costing and Project Risk Management**

- Estimating Costs and Determining Budgets
- Risk management and process flow
- Qualification and quantification of probability and impact

### **Day 4 - Executing**

- Procurement Administration
- Team Development and Motivation
- Management styles and Conflict Handling
- Communication and Documentation Control

### **Day 5 - Quality Assurance**

- The Performance Measurement Baselines (PMB)
- Monitoring and controlling
- Project Closure and Contract Closure