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Introduction to Project Management

Prerequisites

A basic understanding of mathematical Literacy
 A basic understanding of the workplace, project processes and operations
 Communication
 Computer Literacy

Duration

3 Days

Course Outline

Module 1: Project Management: The Managerial Approach

- How do we manage in an Organisation?
- Defining the Concept of Project Management
- How will you Recognise a Project?
- What does Project Management involve?
- How do you know your Project has been successful?
- Sooooo

Module 2: Projects and Organisations

- Project Processes according to PM Bok
- Programs and Projects
- Different Types of Project Management
- When Projects Evolve
- Organisational Structures and Project Management
- Roles and Responsibilities in Project Management
- Building Relationships
- The Functional Manager's Role
- The Executive Manager's Role
- The Team Member's Role
- Project Management Stakeholders

Module 3: The Project Life Cycle

- Project Phases and the Project Life Cycle
- A Starting Point
- Project Phases
- Characteristics of the Project Life Cycle
- Sequence of a Project Life Cycle
- Business Integration
- Choosing a Methodology
- People Manage Projects
- A Checklist



Module 4: The Phases of a Project

- Initiation Phase
- The Project Charter
- Planning Phase
- Ordering the Chaos
- Project Integration
- Lets be SMART
- Work Breakdown Structure (WBS)
- Costing a Project
- Communication
- Project Communication
- The Execution Phase
- The Monitoring and Controlling Phase
- The Big Picture
- Evaluation and Completion Phase
- The Close Out Meeting

