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3 Days

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Basic

Project Management

How to implement the PMI project management best practices in the simplest, most deeply practical way.



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What you will learn

How to get stakeholder buy-in and senior management support at the beginning of your project, and maintain it throughout.

How to plan your project VERY efficiently, so you know the scope, schedule, budget, and risks before you start.

The critical importance of the project requirements, with best practices for documentation, review, and approval.

Why the precedence diagram is your most important tool for planning and managing your project.

Why the critical path means schedule is more important than cost, with a step by step animated example.

How to prepare and brief the project plan, provide options to meet the triple constraint, and stay truthful.

How to manage scope so you find the things inevitably missed, but don't make it so good that it just blows up.

How to manage the budget and its key drivers to obtain the best cost performance possible.

The two most effective things you can do to manage quality and ensure the customer is happy with the project result

How to communicate constructively with the stakeholders about the project status, and obtain their assistance when needed.

How to conduct lessons learned events to find out what did not go well and did go well, and easily gather them as you go.

How to use the key software tools to support the project management life-cycle - WBS, precedence diagram, and Gantt chart.

The three fundamental messages of the PM triple constraint, how they inter-relate, and how they affect risk.

How to manage the top three drivers of project success to solve most of the problems on most projects.

How to build the work breakdown structure (WBS), your scope baseline, and when to break it down further.

How to estimate the project resources, material, services, time, and cost, and handle estimating error.

The key criteria for deciding whether to build or buy, and the best type of contract and award procedures.

How to build the project team, key hiring criteria, delegation, motivation, and resolution of personnel conflicts.

How to manage the critical path to focus on the most important items without getting bogged down in the weeds.

How to identify the risks, mitigate them as early as possible, and stay within the risk budget.

How to use earned value management (EVM) to project cost and schedule performance objectively.

How to use scenario based verification to ensure customer satisfaction with the project result.

How to close your project team to ensure everyone is treated fairly and free to proceed to their next challenge.

Gain a deeply practical understanding of the PMI project management best practices for those that wish to obtain a PMP certification.

Get recommendations for free open source software to support the project management process.

Who this course is for:

Those that need to manage projects, and want a deeply practical description of how to use the project management best practices across the life-cycle.

Anyone involved in projects that wants to understand the practical essentials of the project management process.

DAY ONE

08:00 - 08:30 | Registration and Arrival Tea

08:30 - 10:15 | - Project Definition

- Program Definition
- The Five PM Stages
- The PM Knowledge Areas
- Project Players
- Basic Project Management Techniques
- Project Management Software Tools
- The Link To The Strategic Plan
- Project Success & Failure
- The Role Of The Project Manager
- Project Manager Requirements
- Communications Essentials
- Team Formation
- Team Foundations
- Team Dynamics
- Leadership Essentials
- Initiation Contents
- Purpose Of Initiation
- The Sponsor & Customer
- The Project Stakeholders
- Stakeholder Analysis
- The Project Objective
- Objective Process
- Assumptions & Constraints
- The Conceptual Solution
- Baseline Your Initiation Scope
- The Business Case
- The Benefit Cost Ratio (BCR)

10:15 - 10:30 | Tea Break

10:30 - 12:30 | - Business Case BCR & ROI

- Baseline Your Business Case
- The Project Charter
- Contents Of Planning Chapter
- The Purpose Of Planning
- One Page Planning Flowchart
- The Core Project Team (CPT)

- From Objective To Requirements
- Requirements – A Long-Time Challenge
- Importance Of Requirements
- Gathering Requirements
- Requirements Attributes
- Requirements Key Points
- Requirements Document & Approval
- Project Management Software Tools
- Baseline Your Project Requirements
- Baseline Your Project Solution
- The Work Breakdown Structure (WBS)
- WBS Process
- WBS Key Points
- WBS Methods
- When To Break Down Deliverables
- Relationship Of WBS & Requirements
- Deliverables → Work Packages → - Activities
- Initiation Contents

12:30 - 13:30 | Lunch

13:30 - 15:00 | - The Precedence Diagram

- Kinds Of Links, And Leads And Lags
- Precedence Diagram Process
- Precedence Diagram Patterns
- Estimating Methods
- Activity Breakdown
- Factoring For Productivity & Availability
- An Estimating Spreadsheet

15:00 - 15:15 | Tea Break

15:15 - 16:00 | - PERT & Straight 3-Point Techniques

- Handling Estimating Error
- Estimate Your Project
- Planning: Schedule

16:00

End of DAY ONE

DAY TWO

08:00 - 08:30 | Arrival Tea

08:30 - 10:15 | - Critical Path Process

- Critical Path With Float
- Baseline Your Schedule
- The Schedule Milestones
- Resource Leveling
- Resource Planning
- Estimating Cost
- Cost Breakdown
- Cost Accounts
- The Project Cost Baseline
- Deciding To "Build Or Buy"
- Procurement Documents
- Contract Types
- Selecting The Winner
- Risk Management
- Risk Planning
- Risk Identification
- Risk Qualification
- Risk Quantification
- Response Planning
- Other Risk Elements
- The Risk Register
- Critical Chain Management
- Risk Buffer Allocation
- The Risk Reserve & Management Reserve
- Opportunity Risks
- Opportunity Planning
- Baseline Your Risk Budget

10:15 - 10:30 | Tea Break

10:30 - 12:30 | - The Project Management Plan

- Final Project Plan Review
- Baseline Your Project Plan
- Project Team Key Points
- Functional Organizations
- Delegation
- Team Motivation

- Managing People Conflict
- Communication Modes
- Kickoff Meetings
- Project Requirements Review (PRR)
- Problem Identification
- The Purpose Of Monitoring And Control
- Managing Expectations
- The Weekly Status Meeting
- Organize Your Weekly Meeting
- Managing Scope Change
- Change Impact Analysis
- Change Approval
- Organize Your Project Change Control
- Managing Schedule
- Schedule Crashing & Fast-Tracking
- Monitoring & Control: Earned Value Management (EVM)
- EVM Overview
- EVM Metrics

12:30 - 13:30 | Lunch

13:30 - 15:00 | - Monitoring & Control: Managing Quality

- Quality, Deming, And Fit For Purpose
- Monitoring & Control: Problem Resolution
- Closing Contents
- The Purpose Of Closing
- Closing: Procurement
- Contract Closure
- Acceptance In Closing

15:00 - 15:15 | Tea Break

15:15 - 16:00 | - Change Management

- Scope Verification
- Scenario Based Scope Verification
- Practical Delivery Criteria

16:00

End of DAY TWO

DAY THREE

08:00 - 08:30 | Arrival Tea

08:30 - 10:15 | - The building blocks of the PRINCE2 method

- The Continued Business Justification principle
- Why the project must always remain desirable, viable, and achievable.
- Learn From Experience principle
- Why it is important to capture lessons in your project.
- Defined Roles and Responsibilities principle Estimating Cost
- Why it is important that every person knows what is expected of them during the project.
- Manage by Stages principle
- the planning horizon for different parts of a project.
- Manage by Exception principle
- How you can delegate authority down to lower parts of your organization in a project.
- Focus on Products principle
- How PRINCE2 always begins with the end in mind.
- Tailor to the Environment principle
- How PRINCE2 can be adapted for small, medium, and large-sized projects.
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10:15 - 10:30 | Tea Break

10:30 - 13:30 | - How the principles are applied in the PRINCE2 method: the seven themes.

- How PRINCE2 always ensures that the project remains viable.
- How to apply the "defined roles and responsibilities" principle in our projects.
- The Quality theme, and how to ensure that a project delivers the necessary quality required.
- The Plans theme, and how to ensure that a project can stay on budget and on time.
- The Risk theme, and how we manage and mitigate risks to our projects.
- Final Project Plan Review
- The Change theme, and how to manage changes that occur to the baseline in the project.
- The Progress theme, and how we ensure we continue to make progress in the project.
- Directing a Project process, and how the Project Board can oversee the project effectively.
- Controlling a Stage process, and how the day-to-day work on the project is managed by the project manager.
- Managing Product Delivery process
- Closing a Project process, and how project finally closes down when the end product is delivered.
- Conclusion

13:30

**LUNCH
END OF TRAINING**

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