1. Course Details:

Course Code : PMIM-009
Course Title : Project Management Essential
Course Duration : 5 Days

2. Course Overview:

- Project Management Essentialcourse is designed to present the basics of project management with a focus on understanding project management terms, project selection, planning, estimating, scheduling, and earned value management. If you are new to projects or been assigned to projects and need to understand how to manage the project, this is the training course for you. This training course will also cover the highlights of quality, risk and procurement. You will leave this training course with a full understanding of what project management is and how to manage a successful project.

3. Learning Outcomes:

- Understand the fundamentals of project management - the ability to initiate, plan & execute basic controls for a project
- Understand the techniques of project planning and how to deliver one
- Understand how to define project success using key performance indicators & quality metrics
- Identify risks and understanding the advantages of various types of contracts
- Understand how to control, manage and close a project to your customers satisfaction
- Identify the basic concepts of project management.
- Launch a project
- Estimate project work
- Create a project schedule
- Plan project costs
- Plan for project risks
- Plan for project quality and compliance
- Manage human and physical resources for the project
- Manage project procurements
- Plan for change management and monitor the project scope
- Monitor and optimize project schedule and cost
- Monitor the quality of the project work and the risks involved
- Plan communication strategies and manage stakeholder relationships
- Close a project

4. Course Contents:

Project Management Basics, History, Benefits and Components

- Understanding what project management is
- Defining project and product life cycles
- Understanding Best Practice Project Management
- How to Initiate a Project: How to do it
- Managing the project selection process
- Writing SMART objectives and business cases

Project Planning, Charters, Work Breakdown Structures and Scope Statements

- Developing the project documentation for senior management signoffs
- Defining the project management
- Understand how to collect requirements
- Defining the full project scope
- Creating and analyzing the project with Work Breakdown Structures

Creating and Managing the Project Schedule and Budget

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimizing the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources

Planning for Quality, HR, Communications, Risk and Procurement

- Defining and controlling project KPI's / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams
- Understanding and reviewing project risk
- Managing the project contract against project constraints

Working, Controlling and Closing the Project

- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion

- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what

Communicating and Reporting

- Distribute Project Information
- Communicate During a Project
- Manage Stakeholder Relationships and Expectations
- Report on Project Performance

Closing the Project

- Deliver the Final Product
- Close Project Procurements
- Close the Project

5. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- New Project Managers, looking for a crash course in the essentials of the best practice processes
- Any individual who might need to perform project management activities in their job role on either a formal or informal basis,
- Any individual who wants to build upon their current project management knowledge to be more productively involved on a project team

- Who are seeking project management-related certification?