PROJECT MANAGEMENT FUNDAMENTALS

Synopsis

The aim of this training is to provide participants with core tools and techniques for managing projects through their life cycles. It will structure participant's knowledge from project management area, and will serve as a base for other training in the Academy Programme.

The training is strongly recommended to aspirational project managers, project team members and professionals who want to establish solid knowledge base for their project management activities.

Training Objectives

The key objectives of this workshop are:

- to provide participants with an understanding of project and project management nature
- to enable delegates Identify the responsibilities and required skills of the project manager role and other roles in a project
- to introduce the basic four step project management lifecycle
- to equip participants with the practical tools and techniques to plan, deliver and monitor a project

Training Benefits

At the end of the course, participants should be able to:

- Define a project and explain what project management means
- Identify the responsibilities and required skills of the project manager role and other roles in a project
- Use the basic four step project management lifecycle
- Use the practical tools and techniques to plan, deliver and monitor a project

Style and Structure/ Teaching methods

- Interactive „learning by doing" workshop

- The following teaching techniques will be used: short lectures, group discussions, case studies, check lists, team activities.

Course Program

Module 1 – Introduction

- Definition of a project
- Other project management definitions
- Project roles and responsibilities
- Project Manager's skills and competencies
- Role of Project Management Office

Module 2 – Project Context

- Organisational influences: structure and culture
- PM authority
- Project management methods

Module 3 – Project

- Project life cycle
- Process groups

Module 4 – Initiation Phase:

- Business Analyses needed before initiating the project
- Defining project goal
- Developing Project Charter
- Identifying project stakeholders
- PM role in initiation phase

Module 5 – Planning Phase:

- Collecting, analysing and defining project requirements
- Defining project scope
- Developing project schedule:
  WBS, network diagram, critical path, Gant chart, RACI, milestones
- Different approaches towards planning (waterfall, iteration, agile, rolling wave planning)
- PM role in planning phase

Module 6 – Execution Phase:

- Tracking project progress – methods

- Reporting tools

- Managing change

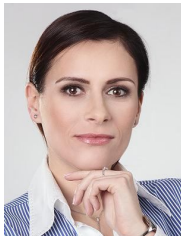- Verifying and validating product

- PM role in executing phase

Module 7 – Closing Phase:

- Project result vs project goal

- Hand-off deliverables

- Lessons learned

- Project archive

Course Duration

4 days

Trainer's Bio

Anna Erdmanska is a project management enthusiast, so far has led projects in finance, banking, fund accounting, data, HR and other areas. Experienced in managing international projects. So far, Anna has led virtual teams from Europe, Asia, Americas and Africa. Enthusiast about building project teams and selecting project management methods appropriate for teams and organisations. Anna holds international certifications such as PMP, Professional Scrum Master and PRINCE2. Currently works on Phd in project management. Anna is a member of supervisory board for a company offering online accounting services.