



## Successful Project Management

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The Project Management Institute (PMI®) publication, "*A Guide to the Project Management Body of Knowledge*" (PMBOK™ Guide) has become a de facto project management standard around the world. It details the project management practises in nine project management knowledge areas and five key processes.

Successful Project Management takes students through all five project management processes. Through lecture, workshop and discussion, and working through a specific case study project, students learn the fundamentals of managing projects.

### Course Benefits

By taking this course you will be able to:

- understand the qualities and characteristics of a capable project manager
- identify, track and assure successful delivery on customer requirements
- identify, organise and assign activities into workable project plans using work breakdown structures, schedules and other proven tools and techniques
- understand common issues faced when preparing and presenting estimates
- motivate and develop your team with an appreciation of the different pressures imposed by the organisational environment you are working within
- manage and control your projects using various tools and techniques to focus on specific areas of your project
- close-out your project and capture effective lessons learned

### Target Audience

Suitable for anyone who sponsors or manages projects, or who participates as a team member or other supporter of projects.

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## Syllabus Overview

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### PM Overview

- Terms and definitions
- Causes of success and failure
- PM processes
- Project manager qualities

### Project Initiation

- Qualification techniques
- Project charter

### Project Planning

- Planning process overview
- Project plan elements
- Objective setting
- Requirements gathering
- Develop and use the work breakdown structures
- Organisational forms and their influence on projects
- Project organisation, roles and responsibilities
- Estimating - problems and approaches
- Scheduling techniques

- Dependency relationships, lead, lag
- Critical path method
- Resource planning
- Risk management - planning through response development

### Project Execution

- Motivation
- Power and authority
- Conflict management
- Communication

### Project Controlling

- Purpose of control
- Quality control
- Change management
- Earned value management
- Risk monitoring and control

### Project Closing

- Close out activities
  - Lessons Learned
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## Prerequisites

None

## Duration

3 Days