



HARNESS THE POWER
OF KNOWLEDGE

Comprehensive Project Management Skills

TRAIN



Course Overview:

The Comprehensive Project Management Mastery course is designed to equip participants with the essential skills and knowledge required to excel in project management.

Over five days, this intensive program will cover project initiation, planning, execution, monitoring and controlling, and project closure, preparing participants to lead successful projects in various industries

Course Goals:

Upon completing this course, participants will be able to:

- 1- Understand project management principles, methodologies, and best practices
- 2- Plan and initiate projects effectively, defining clear objectives and requirements
- 3- Develop comprehensive project plans, schedules, and budgets
- 4- Execute projects efficiently, managing scope, time, cost, quality, and resources
- 5- Monitor and control projects, identifying and mitigating risks, and ensuring compliance
- 6- Effectively communicate and collaborate with project stakeholders
- 7- Apply project closure techniques to evaluate and document project outcomes

Course Structure:

Day 1: Introduction to Project Management

- Understanding Project Management
- Project Life Cycle and Phases
- Role of a Project Manager
- Project Management Methodologies (Waterfall, Agile, etc)
- Project Stakeholders and Their Expectations
- Group Exercise: Project Initiation

Day 2: Project Planning and Scope Management

- Defining Project Scope
- Work Breakdown Structure (WBS)
- Project Objectives and Deliverables
- Developing a Project Plan
- Scheduling Techniques (Gantt Charts, PERT, CPM)
- Budgeting and Resource Allocation

Day 3: Project Execution and Control

- Managing Project Teams
- Quality Assurance and Control
- Risk Identification and Analysis
- Change Management and Scope Control
- Time and Cost Management
- Monitoring and Reporting Progress

Day 4: Project Communication and Stakeholder Engagement

- Effective Communication in Project Management
- Stakeholder Identification and Analysis
- Communication Plans

- Conflict Resolution and Issue Management
- Vendor and Procurement Management
- Group Exercises: Stakeholder Engagement

Day 5: Project Closure and Lessons Learned

- Project Closure Checklist
- Handover and Documentation
- Closing Out Contracts and Procurements
- Project Evaluation and Review
- Lessons Learned and Continuous Improvement
- Course Recap, Q&A