SOFT-SYMBOLS
SIMPLIFYING THE COMPLEXITY

Essential Project Management Training

Course Audience: All Project Team Members Positions

Course Duration: 20 Hours

Course Location:
- ✓ Internal Training: SOFT-SYMBOLS Premises
- ✓ External Training: Client's Premises

What will you learn?

You will learn:
- ✓ Define the basic concepts of project management
- ✓ Identify PM 5 processes and 10 knowledge areas
- ✓ Learn the basic scheduling and cost management concepts
- ✓ How to update work schedule and create recovery plan

Basic Definition
- ✓ What is a Project?
- ✓ What is Project Management?

Course Topics:

Initiating Project
- ✓ Purpose of Initiation Process
- ✓ Assessing Constraints
- ✓ Define Stakeholders

Planning Projects
- ✓ Define Scope and create WBS
- ✓ Steps for Creating a Schedule

- ✓ Optimizing the project schedule
- ✓ Fast tracking and crashing techniques
- ✓ Cost estimating and budgeting

Executing Projects
- ✓ Distributing information and getting feedback

Controlling Projects
- ✓ Controlling Your Project
- ✓ How Can You Monitor Progress?
- ✓ Project Review Meeting
- ✓ Project Audit

Keeping the Team on Track
- ✓ When Delegate How?
- ✓ Delegating Tasks

Closing Project
- ✓ Shutting Down the Project
- ✓ Evaluating the Project

Course Requirements by client in case of external training:
- ✓ Projector
- ✓ White Board

Course Fees

12,000\Group up to 15 trainees