



SOFT-SYMBOLS
SIMPLIFYING THE COMPLEXITY

Projects from Initiating to Status Reporting “Hands on workshop”

Course Audience: All Project Management Positions

Course Objectives: This course designed to give real project management experience by combining both theoretical project management knowledge and real project management applications

Course Duration: 5 days 6H/Day

Course Location: ✓ 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
- ✓ Managing resources conflicts
- ✓ Learn how to measure project performance

Course Topics:

Basic Definition

- ✓ What is a Project?
 - ✓ What is Project Management?
 - ✓ Contrast Projects and Operations
 - ✓ Organization Types and PM Role
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Initiating Project

- ✓ Purpose of Initiation Process
- ✓ Creating Project Charter
- ✓ 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 Estimate and Budget
- ✓ Risk Plan
- ✓ Project organization chart & RAM

Executing Projects

- ✓ Distributing information and getting feedback

Controlling Projects

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

Measuring Progress and Cost Performance

- ✓ Earned Value Management
- ✓ Traditional Cost Management
- ✓ Performance Indices CPI/SPI
- ✓ To Complete Performance Index (TCPI)
- ✓ Project Forecasting (EAC, ETC & VAC)

Closing Project

- ✓ Shutting Down the Project
- ✓ Evaluating the Project

Course Requirements by client in case of external training:

- ✓ Projector
- ✓ White Board

Workshops & Used Templates

- ✓ Create Project's Charter using Template
- ✓ Define Stakeholders and collect their requirement using template
- ✓ Define activities using activity attributes template
- ✓ Make risk plan using risk register template
- ✓ Create Project RAM using PARS matrix
- ✓ CPM workshop
- ✓ Resource leveling workshop
- ✓ EVM workshop