

PROJECT MANAGEMENT

COURSE DETAILS

A 3-day project management workshop that takes you through the nuts and bolts of project management from setting priorities to controlling expenses and reporting on results. This project management course focuses on practical examples and is ideal for learning applicable project management skills.

COURSE OUTLINE

The following modules are covered during the course:

DAY 1

Overview

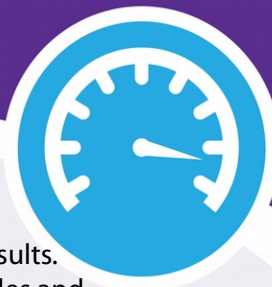
- Learning Objectives
- What is a Project?
- Project Management Basics
- Why Do Projects Fail?
- Three Ways to End a Project
- Approaches to Project Management
- Traditional or Waterfall Project Management
- Prince2® Principles, Themes and Processes
- PMBOK Knowledge Areas
- Agile Project Management
- Choosing the Best Approach

Roles and Responsibility in Waterfall and Agile

- Organisational Breakdown Structure
- Project Manager
- Sponsor
- Business Analyst
- Project Administrator
- Project Planner
- Quantity Surveyor
- Contracts Manager
- RACI

The Project Life Cycle

- Phases or Stages of a Project
 - Initiating a project (IP)
 - The Planning Phase
 - Execution Phase
 - Termination Phase
- The Prince2® Project Process
 - Initiating the Project
 - Understanding the Problem
 - The Problem Solving Model
 - Mental barriers to understanding the problem
 - Gathering Information
 - The Whys
 - Fish-bone Method
 - Finding Solutions



PRE-REQUISITES

Any team and management experience beneficial. No Project Management experience necessary although it is beneficial.

COURSE DURATION

3 Days
Woodmead, Sandton

COURSE FEES:

R5,940.00 excl VAT.
*Discount available

CONTACT

Sales
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UNIT STANDARD ALIGNED

SAQA ID: 120385
UNIT STANDARD TITLE: Apply a range of project management tools and techniques
NQF Level: 4
CREDITS: 7

SAQA ID: 120372
UNIT STANDARD TITLE: Explain fundamentals of project management
NQF Level: 4
CREDITS: 5

TRAINING COURSES

PROJECT MANAGEMENT

Decision Making Style

Choosing your Decision-Making Style

Autocratic Style

Participatory Style

Democratic Style

Consensus-Based Decisions

Decision-Making Matrix and AHP

Decision Tree

Other tools

Implementation

Goals and Objectives

Project Charter

Statement of Work

Defined Purpose

Statement of Scope

Project Deliverables

Goals and Objectives

SWOT

Cost and Schedule Estimates

List of Stakeholders

Authority Levels

Assumptions and Agreements

WHO SHOULD ATTEND

Anybody who would like to gain an understanding of the main components of Project Management.

COURSE DELIVERY

- Instructor Led classroom based training.
- Scheduled classes are normally held in Woodmead near to Sandton South Africa.
- Stationary and textbook included.
- Refreshments, include 2 tea breaks and a cooked meal for lunch are provided for full time courses.

PROJECT MANAGEMENT

COURSE OUTLINE cont..

DAY 2

Statement of Work

The Communication Plan

- Communications
- Media
- Channels
- Strategy

Writing Reports

- Four Stages in Report Writing
- Investigation
- Planning
- Writing
- Revising
- Basic Formats
- Indirect Approach
- Direct Approach

Working with Virtual Teams

Using Social Media platforms

Risk Management

- About Risks
- Managing Risks

Constraints

Contingency Planning

Planning and Scheduling

- Work Breakdown Structure
- Preparing a Basic Schedule
- Estimates
- Scheduling My Project
- Milestones
- PERT
- The Network Diagram
- Gantt Charts
- Sample Project Plan

Cost

- Costing Methods
- Controlling the Budget

PROJECT MANAGEMENT

COURSE OUTLINE *cont.*

Day 3

Change Management

- Sample Project Plan
- Anticipation of Change
- Consequences of Change Management

Scope and Quality Management

- Quality Management
- Scope and Change
- Controlling Scope changes in each of project stages
- Scope and Issues
- Change Control vs Issue Management

Tracking Progress

- Earned Value Management (EVM)
- How to get a project back on Schedule
- How to get a project back on Budget
- Approach to getting the project back on track

Agile

Scrum

Roles

- Product Owner
- Scrum Master
- Team Member

Scrum Artifacts

- The Product Backlog
- The Sprint Backlog
- Burn Charts
- Task Board
- User Stories

Estimating Scrum tasks

Definition of Done

The Sprint Cycle

Sprint Planning Meeting

Daily Scrum

Story Time

Sprint Review

Retrospective

Abnormal Sprint Termination: When Good Sprints Go Bad

PROJECT MANAGEMENT

COURSE OUTLINE cont..

Kanban

- Flexibility in planning
- Minimising cycle time
- Efficiency through focus
- Making metrics visual
- Moving toward continuous delivery

Scrum vs. kanban

Team Management

- Importance of Teamwork
- Building a Winning Team
- Approach to developing Teams
- Team Performance Model
- Rewards / Recognition for software developers

Managing Meetings

- Team Meetings
- Individual Meetings
- Information Gathering
- Agenda
- Running the Meeting
- Committees
- Allocation of Work
- How to Present in a Meeting