Project Management Training

Fee: (Rs. 19,500)

Duration (5 Days)

Training objectives

To develop and deliver a specialized interactive professional training program.

Benefits:

1. Strengthened capacity of staff to plan and implement projects in the context of PMBOK framework of PMI.
2. Personalized and participative training.
3. High quality course delivery.
4. Experienced and internationally certified trainer

Target Group

- ★ Executives
- ★ Directors
- ★ Managers
- ★ Officers
- ★ IT, Technical and Operational
- ★ Others

Timing and duration:

Schedule options for the delivery of the training are as under:
1. Training Duration;
    a. Duration: 35 Contact Hours
    b. Schedule: Open for discussion

Training design & development:

This training program has been formulated in the context of Project Management Body of Knowledge i.e. PMBOK, an international standard for project management by a PMI certified professional, Mr. Omer Khan Shaheen, PMP.

Outcome:

1. It is anticipated that course will result in better management practices of participant's in their relevant organizations.
2. The lesson will be interactive and based on professional training principles that can be easily applied in their respective work environments.

How will training be evaluated?

1. Subjective evaluation of the effectiveness and quality of the training will also be sought from session participants. I.e. Pre and post test evaluation.

Trainer, experience and qualification:

Omer Khan Shaheen

An internationally experienced professional in field of project management and technology. Holding numerous internationally recognized professional technical and non technical certifications.

Sound working experience on various funded projects of USAID, UNDP, GTZ, TAG, Govt , CIDA, SDC, CRC and other private sector profit and non for profit organizations and HR institutes such HRDC, HRDN, IM|S, AUAF, AUIS, FHMC, CFI in the capacity of COO, Director, Managing Director, Analyst, Consultant, Trainer, Faculty, Assistant Professor, Project Manager, and Coordinator where I taught and or managed projects and operations of budget ranging from couple of thousands to 25+ Million dollars.

Member of various professional organizations such as, PMI, IEEE, HRDN, SIL, CSTA, ACM, WITSA, ISACA. Declared one of the best in the management group 2011/12 by ex rector AUIS and one the best instructor by ex Chair ITCS department.

Project Management

In today's flexible organization, the boundaries between functions are becoming less defined. You are most probably becoming more involved in working on multiple and cross-functional projects or leading global teams both technical and non technical, even though your title is not "project manager" as such.

To be effective in this capacity you need to acquire skills and competences which extend beyond your formal role. Every day we hear of a project that has escalated in cost or has been repeatedly delayed. Worse still (and often unreported), many completed projects leave their users dissatisfied. Could we do better? There is no simple answer, but this project management course should enable you to anticipate and cope with the problems that you may meet, both in management and technical infrastructural domain.

More and more organizations are turning to the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK™ Guide, 5th Edition) and Project Management Professional (PMP®) Certification as the source and evidence of competency. This course will also give sound back ground to all those who wish to gain basic understanding of the project management field and also those who plan on pursuing project management certification as well.

Objectives:

This course will:

1. Equip you with the required knowledge and techniques for managing through project management approach, including those with a significant technical element;
2. Give you experience of using project management techniques that can be applied to real lifeprojects. You will therefore not only obtain knowledge and skills, but also a certificate from an internationallycertified project manager.

General Over View:

1. Introduction

Module 1: Scope Management:

1. Project Charter
2. Project Scope
3. Work breakdown structure

Module 2: Time Management:

1. Sequences and activity requirements
2. Gantt Charting
3. Assumptions/Dependencies
4. Critical Path
5. The Arrow Diagramming Method
6. PERT
7. How to estimate time to complete a project
8. Change Control
9. Developing a Project Schedule using a network diagram

Module 3: Cost Management:

1. Budgeting and controlling
2. Cost analysis
3. Different types of estimating
4. Earned Value
5. Top-down Estimating
6. Bottom up Estimating
7. Cost Formulas

Module 4: Quality Management:

1. Criteria verification
2. Quality assurance
3. Quality Assurance
4. Six Sigma
5. Checklists

Module 5: Human Resource Management:

1. Conflict Resolution
2. Organizational Charting
3. Team Development
4. Management Styles
5. Types of Influence
6. Conflict Resolution
7. Organization structures
8. Meetings
9. Responsibility Assignment Matrix

Module 6: Communications Management:

1. Communication Planning
2. Performance reporting
3. Network Communication
4. Communication barriers and solution
5. Logs

Module 7: Risk Management:

1. Risk management plan
2. Identification
3. How the manager will handle the risk
4. Analysis
5. Risk monitoring
6. Responses
7. Formulas for Estimating Risks

Module 8: Contract and Procurement Management:

1. Procurement process
2. Statements of work
3. Procurement documents
4. Make or Buy
5. Contact Administration
6. Contract Types
7. Contract documentation

Module 9: Stakeholders Management:

1. Identify
2. Manage & Control

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