

FUNDAMENTALS OF PROJECT MANAGEMENT

**LEAD PROJECTS OF ALL SCALE AND ENSURE THEY ARE COMPLETED
ON TIME, WITHIN BUDGET AND OF QUALITY**

Synopsis

To be successful in leading projects, you will need a strong fundamental base of knowledge and skills of managing critical aspects of a project such as scope, time, cost and quality.

Effective project managers focus a large part of their effort in managing the stakeholders, their commitment and their expectations well so that project goals are realistic and attainable.

Equip yourself with the essentials of how to manage every aspect of a project to achieve schedule, cost and performance objectives, while maintaining the scope of the job.

Master the concepts and methods needed to manage resources efficiently to achieve project goals and discover the importance of being proactive and exercising leadership.

Benefits of Programme

- You will learn to develop a project charter and plan, clearly stating goals, identifying sponsors and stakeholders
- You will understand what an effective project management life cycle with decision points, looks like
You will learn to identify and management critical stakeholders of the project
- You will be able to construct achievable project schedules using various tools
- You will learn to apply the Work Breakdown Structure (WBS) to develop valid estimates of project resource requirements and costs
- You will learn a framework to identify and manage project risks
- You will pick up tips to monitor and control project status using critical indicators and other methods to eliminate surprises

PROGRAMME OUTLINE

1. Overview of Project Management

- The Essential Project Management Model
- Managing the Project Life Cycle

2. Defining your project

- The difference between mission and vision

3. Planning Project Strategy

- The difference between strategy and tactics
- Conducting risk analysis
- Developing a risk management plan

4. Implementation Planning

- Common mistakes in planning
- The Work Breakdown Structure (WBS)
- Using the WBS to estimate time and cost

5. Developing the Project Schedule

- Scheduling resources in projects
- Using software to allocate resources
- Critical Path Analysis

6. Project Control and Evaluation

- Keeping projects on track
- Forecasting project completions

7. Causes of Project Failure

- Factors that make a project successful
- Avoiding common causes of project failure

Our Teaching Methodology

- Research-based teaching
- Stories and real-life case studies based on your industry
- Interactive games and activities with debriefs to crystallize learning
- Easy to use templates to encourage participants to take action after the programme
- Skills practice with exercises that are reflected in daily work and non-work environment
- Use of case studies that are industry-relevant
Practical usage to ensure immediate transfer of knowledge.

For more information, please contact:

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