



## Course Outline

# Project Management Techniques - Two Days

This two-day course is designed to give the delegates a clear understanding of the theory and terminology associated with world-wide practices in Project Management.

The course covers the many parts of the Project Process from the design stages to completion and evaluation, through cost-control, scheduling and change-control.

The content shown below is for our scheduled course but this can be customised to suit your requirements. Please call to discuss details.

All courses are Instructor-Led and Interactive and we like to keep delegate numbers to a maximum of 8 to ensure that all delegates get the most benefit from the course.

### Contents

#### Fundamentals of project management

Projects

The project management process

#### Characteristics of a project

The project environment

The project manager

The project team

#### Project initiation and scope planning

Project initiation

Scope planning

#### Scope definition, verification, and change control

Scope definition

Scope verification

Scope change control

#### Time management

Activity definition and sequencing

Activity duration

#### Schedule development and control

Schedule development

Schedule control

#### Resource identification and cost approximating

Resource identification

Cost approximating

#### Budgeting and cost control

Cost budgeting

Cost control

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Project objectives and planning

#### Activities and dependencies

Project activities

Activity analysis

Activity estimation

Dependencies

#### Project scheduling

Schedule development

CPM and PERT

#### Project change control

Project change control system

Controlling change

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Organizational financial systems

#### Project performance

Measuring project performance

Reporting project performance

#### Concluding Remarks