

Project Management

Project Management Essentials

Course Objectives

Project Management course provides the theory and core methodology you will need to manage projects or participate on project teams. Participants will learn how to identify and schedule project resources, create project flow charts, and produce critical path planning and evaluation reports. Important issues of staff selection and team management are also covered. This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that participants must know in order to use any project management software application effectively.

Duration: 5 Days

Prerequisites:

- Basic familiarity with using a computer, such as browsing the Internet.
- Familiarity to navigate through the Microsoft Windows user interface.

Who Would Benefit:

Participants enrolling in this course should be planning to lead a project (primary audience) or serve on a project team (secondary audience).

Course Content

- The Project Management Life Cycle
- Setting Up for Success
- The Project Manager
- The Project Team
- Risk Management
- Project Plans
- The Project Schedule
- The Project Budget
- Project Tracking and Control
- Project Reports
- Project Close-out

Project Management Tools (MS Project 2002)

Course Objectives

This course is designed for individuals who will use Microsoft Project 2002 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

Duration: 5 Days

Prerequisites:

Participants enrolling in this class should have the following:

- An understanding of project management concepts.
- Knowledge of a Windows operating system and Microsoft Office

Who Would Benefit:

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

Course Content

- Creating a Project Plan File
- Creating a Work Breakdown Structure
- Creating and Assigning Resources
- Exchanging Project Plan Data with Other Applications
- Updating a Project Plan
- Creating Custom Reports
- Re-using Project Plan Information
- Finalizing the Project Plan
- Reading the information in PERT & Gantt Charts and their uses

Leadership Skills for Project Managers

Course Objectives

Learn the essential skills to be an effective leader in any environment where work is organized around projects and project teams. Learn to manage complex human interaction and get the most out of a team. In addition to an introduction to project leadership skills, this course provides you with many opportunities to consolidate the theory through a series of real world workplace scenarios which will allow you to put into practice what you've learned

Duration: 2 Days

Prerequisites:

Project managers who wish to improve their people management skills.

Who Would Benefit:

Project managers new to the project management discipline and who want to learn or improve their effectiveness in planning and leading projects.

Course Content

- Role of the People Manager
- Leadership and Management
- Handling Difficult Project Situations
- Motivation
- Delegation
- Team Building
- Handling Challenging
- Summary of Leadership Principles

Software Project Management

Course Objectives

This course presents the standard management functions (i.e., planning, organizing, staffing, directing, and controlling) with a focus on the unique practices and procedures of software projects. Course content includes both the quantitative and behavioral skills required for successful project management. The difficulties of software cost and schedule estimation are highlighted. Hands-on experience with project management software is incorporated. This project management course is carefully designed to provide the best mix of experience, theory and practice in an adult learning environment. Participants are encouraged to bring their projects to the session.

Duration: 6 Days

Prerequisites:

Experience on a software-development project team (in a managerial or another role) very helpful

Who Would Benefit:

Managers and executives who are directly involved in planning and implementation of ICT and software projects.

Course Content

- Software Development Life Cycle
- Benefits of Project Management
- Planning a Software Engineering Project
- Software Cost, Schedule, and Size
- Organizing a Software Engineering Project
- Controlling a Software Engineering Project
- Staffing a Software Engineering Project
- Directing a Software Engineering Project
- Project management Techniques using MS Project
- Applying Formal Measures (ISO & CCM)