



**PROJECT
MANAGEMENT
COURSE
CATALOG**

CATALOG GUIDE

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MANAGEMENT FUNDAMENTALS

The course summary:

Get ready for the project management profession. Meet the Project Management Institute, the world's largest non-profit membership association for PM. Learn about PMI methodology, techniques, and tools in managing projects. Determine the differences between successful and unsuccessful projects.

Key topics:

- What is PMBOK® Guide?
- What is a project and where can you use PM skills?
- Role of project manager
- Relationship among portfolio management, program management, project management, and organizational project management
- Relationship between project management, operations management, and organizational strategy
- Organizational influences and project life cycle
- PM processes and knowledge areas
- Who are the stakeholders?
- Case study: Practical example of successful and unsuccessful projects

Course delivery: Classroom

Attendees: Student, All interested for project management discipline

Duration: 24 hours of project management education

Schedule and course price: On request

CERTIFICATION

The course summary:

Advanced PM training. Get prepared for the globally recognized project management certifications, CAPM, and PMP.

Key topics:

- Project management framework and principles from PMBOOK 5
- 5 PM Processes:
 - Initiating (develop project charter; identify stakeholders)
 - Planning (develop PM plan; create WBS; develop schedule; determine budgets)
 - Executing (direct and manage project work; develop PM team; manage communication, stakeholders, and conduct procurements)
 - Monitoring and controlling (M&C project work; perform integrated change control; PM knowledge areas controlling)
 - Closing (close project or phase; close procurements)
- 10 PM areas of knowledge
 - project integration management
 - project scope management
 - project time management
 - project cost management
 - project quality management
 - project HR management
 - project communication management
 - project risk management
 - project procurement management
 - project stakeholders management
- Project and subsidiary documentation
- The most common PM software tools
- Project management skills through case studies and hands-on exercises that can be applied immediately to real jobs

Course delivery: Classroom

Attendees: All interested in CAPM® and PMP® certification

Duration: 24 hours of project management education

Schedule and course price: On request

Note: Course tailored for employees

CAPM® AND PMP® PREPARATORY COURSE

RISK MANAGEMENT

The course summary:

Advanced PM training, where participants will be introduced to Risk and Risk Management procedures in project environment; and also, to fundamental tools and concepts of Risk Management, applicable to any business environment.

Key topics:

- Introduction to Risk Management
- Risk Management objective
- Risk Management benefits
- Risk Management processes
- Planning Risk Management
- Risk Identification
- Risk Analysis
- Risk Prioritization
- Planning Risk response
- Risk Response Monitoring & Control
- The role of a Risk Manager

Course delivery: Classroom

Attendees: Project Managers, Functional Managers

Duration: 16 hours of project management education

Schedule and course price: On request

QUALITY MANAGEMENT

The course summary:

Quality Management process introduction through practical exercises based on real business situations and experience, positive practice of lead world companies, as well as QMS standards.

Key topics:

- Total Quality Management essentials and principles
- Quality Management System establishment
- Planning, Assurance, Management and Control of Quality
- Quality Management System documentation
- Procedures and reports for achieving of quality
- Internal audits
- Preventive and corrective actions planning and undertaking
- Applied practical tools and techniques (5S, Kaizen, Six Sigma)
- ISO 9001 Standard requirements

Course delivery:

Classroom

Attendees: PMangers, Specialists, Team leaders, all interested in establishment of quality within an organization, as well as interested in Lead QMS Auditor certification.

Duration: 24 hours of Quality Management education.

Schedule and course price: On request

PLANNING AND CONTROL USING PRIMAVERA P6

Primavera P6™ Project Management

Reference Manual

PRIMAVERA P6



Attendees: Project Managers

Duration: 18 hours of project management education.

The course summary:

Learn how to use Oracle's Primavera P6 Enterprise Project Portfolio Management, one of the most powerful, robust, and easy-to-use solution for globally prioritizing, planning, managing, and executing projects, programs, and portfolios. Primavera provides a single solution for managing projects of any size, adapts to various levels of complexities within a project, and intelligently scales to meet the needs of various roles, functions, or skill levels in your organization and on your project team.

Key topics:

- Introduction to the Primavera
- The Project Management Life Cycle
- Data, Navigating and Layouts
- Enterprise Project Structure(EPS)
- Organizational Breakdown Structure (OBS)
- Creating a Project
- Creating a Work Breakdown Structure (WBS)
- Adding Activities
- Maintaining the Project Documents Library
- Creating Relationships
- Scheduling
- Assigning Constraints
- Formatting Schedule Data
- Defining and assigning Roles
- Defining and assigning Resources
- Assigning Resources and Costs
- Analyzing Resources
- Optimizing the Project Plan
- Base lining the Project Plan
- Project Execution and Control
- Updated Project analysis
- Reporting Performance
- Project Website.

Course delivery: Classroom

MICROSOFT

PROJECT 2007

The course summary:

Microsoft Project is a project management software program, developed and sold by Microsoft, designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads. Microsoft Project was the company's third Microsoft Windows-based application, and within a couple of years of its introduction it became the dominant PC-based project management software.

Key topics:

- Introducing the Microsoft project 2007
- Setting up a project
- Task, notes & milestones
- Manipulating task & constraints
- Dependencies
- Resources
- Views & split windows
- Printing and reports
- Help demos

Course delivery: Classroom

Attendees: Project Managers

Duration: 18 hours of project management education

Schedule and course price: On request

PROJECT MANAGEMENT SOFT SKILLS

The course summary:

Project management soft skills introduction through practical experience and flexible tools you can used in everyday project management.

Key topics:

- How to lead successfully project teams
- How to successfully negotiate before, during, and after project implementation
- How to measure the performance of team members
- How to lead effective meetings
- How to successfully manage your time
- How to deal with stress during the project implementation – stress management.

Course delivery: Classroom

Attendees: Project Managers, Functional Managers, Top Managers

Duration: 16 hours of project management soft skills education

Schedule and course price: On request

THE AGILE PMP®

Course description:

Take two full days to immerse yourself in agile project management! Start by learning Scrum and DSDM, and then take it up a notch by drawing the "big picture," based on real-world implementation! Find out how your PMP® certification and the PMBOK® Guide align with state-of-the-art agile principles and practices so you can position yourself for the demands of the creative economy. Project managers with knowledge in traditional as well as agile approaches have a sought-after skill set, and why is this? Because companies seek people who understand the big picture and can fit the process to the needs of the project and not the other way around. Join us, and together, we'll take an all-encompassing look at agile approaches and learn how they influence modern project management. We'll take a pragmatic approach to "going agile," based on real-world experiences, because today's business world requires efficient, streamlined project management and places a premium on innovation, creativity, teamwork and flexibility.

This program is not based on theory but on actual agile rollouts the instructor has led in organizations around the world, including India, Brazil, Europe, and the United States.

You will learn about:

- What is agile, who uses it, and what challenges does it resolve?
- Agile project management with Scrum
- How do the waterfall and Scrum life cycles compare?
- Agile, lean, flexible, waterfall, Scrum, DSDM and more
- Pragmatic hybrid approaches: Implementations from the real world
- How to re-position yourself as an agile PMP®

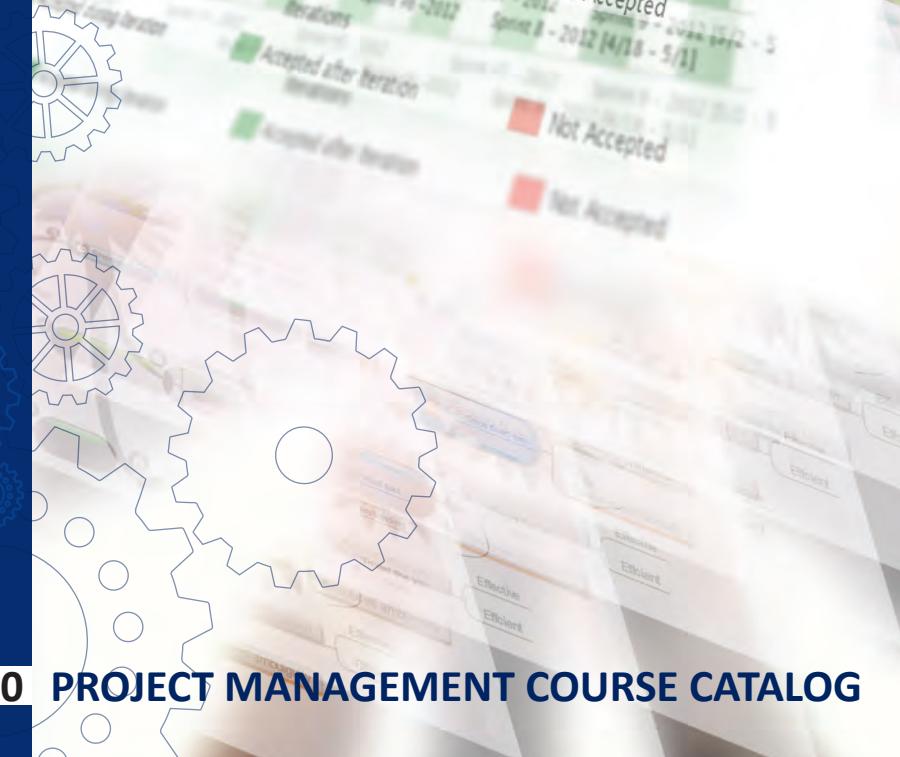
Course delivery: Classroom

Attendees: Project managers, program managers, and anyone interested in agile methodologies

Duration: 14 hours of project management soft skills education.

Schedule and course price: On request

Note: A unique course under the guidance of international guest lecturer



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