Course Content

KEYBASE
TRAINING SOLUTIONS

Project Management for Success

Why attend?
In this course you will learn how to initiate, plan, execute, and close projects successfully. By adopting this methodology for your projects, you will greatly improve your likelihood of delivering projects on time, within budget and to specification by using best practice project management processes.

How long is this course?
4 Days

Who should attend?
Team members and leaders who need to improve their project management skills, employees who are working in a project environment, managers who require the fundamental skills for project management.

What will be covered?

Project Management Framework
- Identify the characteristics of a project
- Understand the benefits of project management
- Understand the project life cycle and the processes within
- Differentiate between project and non-project work
- Identify project stakeholders and manage their expectations
- Organisational influences that have an impact on project management

Concept and Initiation Phase Activities
- Develop a business case and/or feasibility study
- Establish a project charter to formalise the project
- Project definition and scoping to avoid scope creep
- Create a statement of work as a basis for planning
- Build an effective team and generate a team charter
- Manage risk through identifying, assessing and determining approaches

Planning, Design & Development Phase Activities
- Create a work breakdown as the foundation for estimating and budgeting
- Develop a network diagram to identify work relationships and dependencies
- Understand the scheduling steps and how to generate time estimates
- Calculate the critical path to determine the projects finish date
- Estimate costs and create a preliminary budget that balances with the schedule

Implementation and Execution Phase Activities
- Track and control the project using earned value analysis to identify variances
- Utilise a communications plan to update project stakeholders
- Generate status reports on completed work, work in-progress, and incomplete work
- Create a change request form to motivate changes to project plans

Project Closure/Handover and Commissioning Phase Activities
- Perform project closure and generate the project closure report
- Carry out performance evaluations with all team members
- Generate the final report of lessons learned

Keybase is accredited with the Services Seta, against SAQA US ID: 120372, NQF Level: 4, Credits: 5. This course is interactive and includes role plays, group discussions, and practical activities to ensure a clear understanding. Learners are supplied with course material, refreshments, and lunch.

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