



Project Management

Summary

For newly-assigned project managers or those who have never attended formal training, this course is a necessity. Get the practical and insightful knowledge you need to initiate, plan, execute, control and close a project successfully. Your abilities as a project manager depend on understanding the competencies and structure of project management. Through discussion, facilitation and questions or practical exercises, you will understand how to integrate and apply the PMBOK® Guide of the Project Management Institute (www.pmi.org) into effective processes for establishing priorities and proactively managing your projects. Having followed this course, course candidates have a very good foundation to manage their first or next projects and successfully conduct the PMI®'s exam for Project Management Professional (PMP).

The course is composed of lectures and either sample questions as a preparation for the PMI®'s exam or class exercises with ample opportunity for participant questions and discussions. In the latter case, much of the class time is devoted to exercises in which participants, typically working in small teams, practice the skills being taught.

Audience

This course is designed for candidate and junior project managers.

Criteria

Course candidates should have a solid background in engineering (not necessarily software engineering). The "Foundation" and "Leadership" courses are highly recommended.

Duration

3 days (6 modules).

Remarks

None.

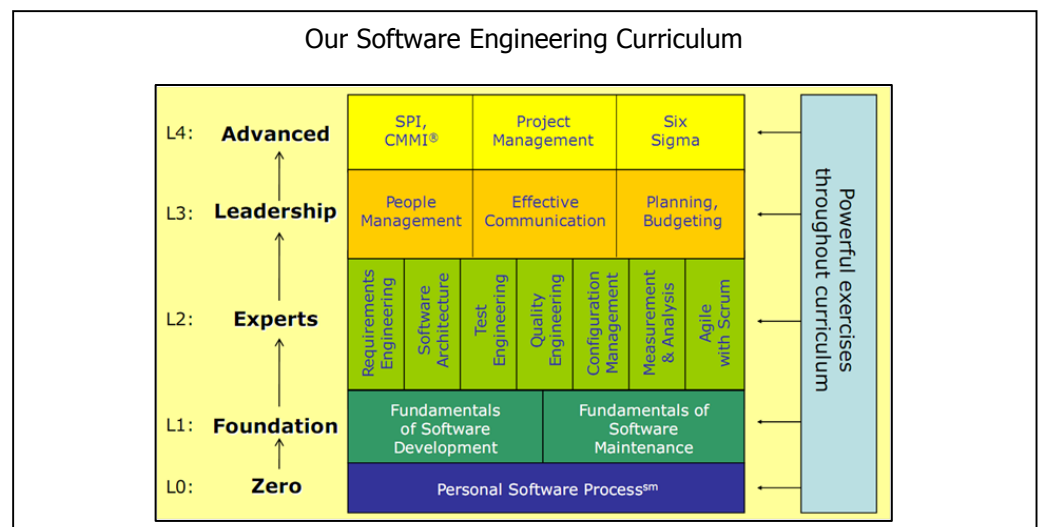


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Program

Module 1:

- What is Project Management?
 - o The Triple Constraint
 - o Project Management Framework
- Project Context and Processes
 - o Process categories
- Professional Responsibility
 - o Confidentiality and competence
 - o Code of ethics

Module 2:

- Initiating a Project
 - o I1. Assess Project Attractiveness
 - o I2. Define Preliminary Scope, Cost and Schedule
 - o I3. Identify Risks, Assumptions, Constraints
 - o I4. Perform Stakeholder Analysis
 - o I5. Document Project Charter
 - o I6. Obtain Project Charter Approval

Module 3:

- Planning a Project
 - o P1. Identify Requirements, Constraints, Assumptions
 - o P2. Create the WBS
 - o P3. Identify Outsource and COTS Solutions
 - o P4. Define Scope, Cost and Schedule
 - o P5. Identify Project Team
 - o P6. Identify Communication Structures
 - o P7. Identify Risks and Define Risk Strategies
 - o P8. Obtain Plan Approval

Module 4:

- Executing a Project
 - o E1. Acquire and Develop Project Team
 - o E2. Develop and Manage Requirements
 - o E3. Develop Architecture
 - o E4. Develop and Implement Designs
 - o E5. Perform Testing
 - o E6. Perform Quality Assurance
 - o E7. Perform Configuration Management
 - o E8. Select and Manage Suppliers
 - o E9. Distribute Information



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Module 5:

- Monitoring and Controlling a Project
 - o M1. Monitor and Control Project Execution
 - o M2. Manage Project Team
 - o M3. Manage Suppliers
 - o M4. Verify and Manage Changes to the Project
 - o M5. Monitor and Control Risks
 - o M6. Measure and Report Project Performance
 - o M7. Manage Stakeholders

Module 6:

- Closing a Project
 - o C1. Obtain Closing Acceptance for the Project
 - o C2. Release the Product and Monitor Implementation
 - o C3. Obtain Financial, Legal, and Administrative Closure
 - o C4. Identify, Document and Communicate Lessons Learned
 - o C5. Release Project Resources
 - o C6. Create and Distribute Final Project Report
 - o C7. Measure Customer Satisfaction
- Certification
 - o PMP credential process
 - o Exam question distribution, The exam

Regarding exercises, this course is offered in two different formats:

1. PMBOK perspective. Preparation to conduct the PMI®'s exam for Project Management Professional (PMP). Each module is concluded with 15-50 sample questions and can be seen as a pre-exam test. Answers to all sample questions are provided.
2. Application perspective. Each module is concluded with practical exercises, forcing the course applicants to apply the discussed theory. Example solutions to all course exercises are provided.



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SE-CURE AG can also customize this course or any of our other standard courses to meet your exact in-house training needs and specifications. For example, class exercises can be tailored to include actual examples from your organization in order to make the training more relevant to your environment.