

[Project Management]

This course, based on the Project Management Body of Knowledge (PMBOK) Guide 2004 covers a full range of Project Management topics, including project manager roles and responsibilities, context and process groups, integration management, scope management, time management, and cost management. Students will also learn about quality management, human resource management, communications management, risk management, and procurement management.

[Entrance Requirements]

Sales Skills: Basic or equivalent knowledge.

[Training]

This is a five day course.

[Course Outline]

Unit 1: Project management: context and processes

Topic A: Introduction to project management

Topic B: The project management profession

Topic C: The project management context

Topic D: An organizational view

Unit 2: Integration management

Topic A: Project integration management

Topic B: Plan execution and change control

Unit 3: Scope management

Topic A: Project initiation

Topic B: Scope planning and scope statement

Topic C: Scope verification and scope change control

Unit 4: Time management

Topic A: Schedules and activities

Topic B: Schedule development

Topic C: Controlling changes to the project schedule

Unit 5: Cost management

Topic A: Components and principles of cost management

Topic B: Resource planning

Topic C: Cost estimating

Topic D: Cost budgeting

Topic E: Cost control

Unit 6: Quality management

Topic A: Quality planning

Topic B: Quality assurance

Topic C: Quality control

Unit 7: Human resource management

Topic A: Organizational fundamentals

Topic B: Staff acquisition

Topic C: Team development

Topic D: Using software to assist in human resource management

Unit 8: Communications management

Topic A: Communications planning

Topic B: Performance reporting

Unit 9: Risk management

Topic A: Risk management planning

Topic B: Risk identification

Topic C: Qualitative risk analysis

Topic D: Quantitative risk analysis

Topic E: Risk response planning

Topic F: Risk monitoring and control

Unit 10: Procurement management

Topic A: Procurement planning and solicitation

Topic B: Source selection and contract management

Unit 11: Initiating, planning, and executing projects

Topic A: Initiation

Topic B: Planning

Topic C: Execution

Unit 12: Controlling and closing projects

Topic A: Control

Topic B: Closure

Appendix A: Suggested readings

Topic A: Suggested readings