

## Essentials of Project Management

"Project Management" became a vital activity in most organizations – not only that are specialized in construction – but also in any service organization. "PM" is a methodology where one can initiate, plan, execute and monitor any small or large projects or activities. This program is meant for junior personnel where it focuses on the comprehensive meaning of "PM" rather going deep into minute details.

### Expected Accomplishments

- Understand what is meant by a project.
- Recognize what steps must be taken to complete projects on time and on budget.
- Have a better ability to sell ideas and make presentations.
- Knowing simple techniques and tools for planning and tracking your project.
- Have methods for keeping the team focused and motivated.

### Course Outline

- What is a project ?
- PM Basics
- Why Projects ?
- Project's Life Cycle
- Selling a Project
- Preparing Your Project
- The Role of Project Manager
- Project Goals
- Laying Out The Project
- Project Risks
- Contingency Planning
- Work Breakdown Structure
- Budget
- Teamwork
- Communications
- Closing Project
- Team Meetings
- Project Presentations

### Who Can Benefit

Junior personnel involved in Project Management.

### Related Training

- Principle of Management
- Budgeting
- Team Building & Managing

### Duration

2 days

### Mode

Consultant led classes including interactive lectures, tutorial exercises, case studies and video leading to group discussion.

### Prerequisites

- None