



*Training Course:
The 5-day Project Professional MBA*

*23 December 2024 - 3 January 2025
Accra (Ghana)*

Training Course: The 5-day Project Professional MBA

Training Course code: PC4081 From: 23 December 2024 - 3 January 2025 Venue: Accra (Ghana) - Training Course Fees: 9520 € Euro

INTRODUCTION

In today's competitive global economy, virtually all organizations are project-based. Whether they are governmental, industrial or commercial ones, these organizations supply products or services intended to satisfy the needs and requirements of their clients by applying the principles and methodologies of project management to implement their projects. Consequently, this programme is designed to:

- Assist organizations in developing professional project managers who are aware of the strategic importance that project management plays in the achievement of the mission of their organizations
- Provide the knowledge and skills project managers need to successfully complete a project
- Increase the capability of organizations to deliver projects successfully by using appropriate processes and best practices
- Understand the project manager's role in leading the way to better project performance and profits

PROGRAMME OBJECTIVES

- Establish project goals and objectives that are directly linked to stakeholders' needs and expectations
- Develop and use work breakdown structures
- Develop realistic and measurable objectives to ensure positive results for project performance
- Estimate project time and costs using proven techniques
- Establish an effective project control system and monitor efficiently project progress
- Use a practical, step-by-step process to manage project risks
- Identify threats and opportunities to your project, and weigh their relative values
- Identify and overturn the psychological barriers to risk in stakeholders
- Utilize tried and proven project management tools and techniques to get the jobs done on time, within budget and in accordance with client's requirements

TRAINING METHODOLOGY

The programme will combine conventional teaching with a high level of participation; including an interactive approach to involving participants in discussion of topics; exercises; and encouraging participants to bring their own experiences forward for discussion and debate. Wherever possible, real examples and short case studies will be included from different industries around the world to make the course as relevant as possible. It includes concepts definition, experiential exercises, practical examples, dialogues and discussions, video presentations and case studies.

PROGRAMME SUMMARY

The programme provides participants with an excellent introduction to this highly specialized, process-oriented discipline. It introduces to them the foundational concepts of project management and shows them how to initiate, plan, execute, monitor, control and close a project. The intention is to offer participants essential steps for developing and defining goals and objectives, setting up the project plan, assigning and scheduling the work, establishing the budget, monitoring progress, and exercising control to achieve desired project results by meeting the project objectives with preset levels of quality expected by the client and being responsive to clients' needs and expectation.

PROGRAMME OUTLINE

Foundations of Project Management

- The Nature of Projects and Project Management
- Project/Program and Portfolio Management
- From Strategic Planning to Project Management
- Management Criteria versus Engineering Criteria
- The Project Life Cycle
- Managing the Triple Constraints
- Managing Project Risks
- Stakeholders In Project Management
- Managing Stakeholders
- The Project Manager's Responsibilities
- The Role of Senior Management
- Steps in Managing a Project
- The "Hard" Skills of Managing a Project
- The "Soft" Skills of Managing a Project
- Project Management Body of Knowledge PMBOK
- Project Management Maturity Level
- Typical Project Organization Structures
- The Project Management Office PMO Concept
- Basic Contract Types in Managing Projects
- The Generic Planning and Control Cycle in Project Management

Project Initiating, Planning and Scheduling

- The Project Charter
- Stakeholder Identification
- The Imperative of Planning
- Planning Definition
- Project Planning Overview
- The Project Plan
- Developing the Mission, Vision, Goals and Objectives of the Project
- Basic Project Planning Steps
- Identifying Success Criteria
- Developing the Requirements
- Scope Definition
- Procurement Planning: "Make or Buy" Decision
- Defining the Work Breakdown Structure WBS
- The Organization Breakdown Structure OBS
- The Responsibility Assignment Matrix RAM
- Defining and Sequencing Project Activities
- Estimating Activity Resources and Durations
- Staffing Management Plan
- Scheduling the Project Work
- Estimating Costs and Determining Budgets
- The Performance Measurement Baselines PMB
- Communication Planning
- Quality Planning

Risk Management Planning

- Risk Management Overview
- Definitions of Certainty, Risk and Uncertainty
- Definition of Project Risks
- Definition of Risk Management
- The Primary Aspects of Risk Management
- Risk Management Planning Process
- Risk Identification
- Risk Issue Filtering
- Risk Assessment and Prioritization
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Avoidance Plans
- Risk Contingency Plans
- Risk Tracking and Reporting Approach
- Risk Management Organization and Responsibilities
- Risk Management Plan Documentation and Risk Database Preparation
- The Output of Risk Management Planning

Project Execution, Monitoring & Control

- Directing & Managing Project Execution
- Monitoring Work Performance Information
- Managing the Project Team
- Managing Stakeholder Expectation
- Project Deliverables Tracking
- Project Control Definition
- The Objectives of Project Control
- Project Control Approach
- The Earned Value Management EVM Concept: An Integrated Project Control Approach
- Integrated Change Control
- Quality Assurance and Quality Control QA/QC
- Communication and Documentation Control
- Procurement Administration
- Risk Management Control Process
- Risk Avoidance Plan Implementation
- Risk Contingency Plan Implementation
- Risk Reports and Reviews
- Risk Activities Effectiveness Evaluation
- Risk Management Plan Updates
- Risk Management Control Process
- Flow of Risk Management Planning and Control Responsibilities
- Risk Management Process Flow
- Risk Management Best Practices

Project Closure

- Management Challenges
- Key elements of Successful Project Closure
- Effective Project Closure
- Project Closure Objectives
- Project Closure Plan
- Contract Closure



- Administrative Closure
- Project Closure & Contract Closure Interaction
- The Punch-List Approach
- Lesson Learned
- Post-Project Evaluation
- Success Celebration
- Group Discussions, Practical Examples, Video Presentations and Case Studies

Registration form on the Training Course: The 5-day Project Professional MBA

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