



*Training Course:  
Effective Project Management*

*16 - 27 September 2024  
Baku (Azerbaijan)*

## Training Course: Effective Project Management

Training Course code: PC4009 From: 16 - 27 September 2024 Venue: Baku (Azerbaijan) - Training Course Fees: 8400 € Euro

### Introduction

This training session is for experienced project managers to examine advanced project and program management techniques, building on the basics to help ensure success even for large and risky projects and programs. This program stresses project management processes as an integral part of organizational culture and what senior management must do to support it and make it successful within an organization. This course aligns with the Project Management Institute's PMI Project Management Body of Knowledge PMBOK.

Project scope management and stakeholder analysis work continues to improve across the project and program management discipline. Learn the newest tools and technologies for handling stakeholders, and building quality into your project.

Learn the newest concepts and techniques for project planning, estimating, and scheduling. Discover how queuing theory, the Theory of Constraints Critical Chain Project Management, and other advanced concepts can help you develop solid, reliable, efficient and effective project plans.

Continue your development with advanced program risk and uncertainty analysis. Learn strategies for handling uncertainty, discover the network affects of project risks, and discover advanced methods for identifying and qualifying project and program risks.

### Course Objectives of Effective Project Management

- Improve risk management throughout the project life cycle
- Track projects with solid metrics, not with speculation
- Better handling of difficult vendors
- Improved time and cost estimates for risky and challenging projects
- Reduce cost and schedule risks using advanced, proven techniques
- Accurately report progress even on complex and risky projects
- Improve stakeholder communication and involvement

### TRAINING METHODOLOGY

How you will benefit:

- Understand and master the people skills needed for effective project management
- Develop skills to communicate horizontally across functional levels and vertically with senior levels of management
- Effectively define project objectives and assignments
- Effectively utilize scheduling methods and tools to support project control and analysis
- Develop and utilize risk management, contingency planning, and change control
- Effectively prioritize objectives and assignments

And you will learn:

- Advanced tools for scheduling and control
- Planning for contingencies
- Aligning projects to the enterprise by defining project drivers and considerations
- Skills to enhance teamwork and managing conflict
- To select, develop and evaluate Project Managers
- Purchasing, supply chain management, and contract administration
- Management of supplier relationships
- Optimization planning
- Strategies to survive in a resource-constrained environment

## Course Outlines of Effective Project Management

### Day 1:

- **Introduction**
  - Why do we do projects?
  - What is a project?
  - What is project management?
  - Project Delivery Systems / Life-cycle Models
- **Initiating**

### Day 2:

- **Project selection**
  - Qualitative techniques
  - Quantitative techniques - Economic Evaluation
- Selecting the right project manager
- Project Objectives and Stakeholder assessment - who wants what?
- Identification of stakeholders
- Stakeholder analysis
- Management of stakeholders

### Day 3:

- **Planning**
  1. Task Characteristics and Duration Assessment
  2. Planning and Scheduling Methods
  3. Critical Path vs Critical Chain Scheduling
  4. Resource Allocation Methods
  5. Time-Cost Trade-off
  6. Lead/Lag Scheduling
  7. Critical Chain scheduling

### Day 4:

- **Proactive Project Risk Management**
  - What do we mean by risk?
  - Risk vs. uncertainty
  - Attitudes towards risk
  - Risk identification, factors and sources
  - Risk analysis approaches
  - Qualification and quantification of probability and impact

- Dealing with subjective elements of risk
- Risk strategies

Day 5:

- Executing
  - Lean Construction Strategies
  - Staff Acquisition
  - Team Development and Motivation
  - Leadership vs Management
  - Management styles and Conflict Handling
- Monitoring and controlling
  - Using Earned Value to report accomplishment
  - Implementing Risk strategies
- Project Closing

## Registration form on the Training Course: Effective Project Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
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