



*Training Course:  
Project Management, Scheduling & Compliance*

*17 - 28 March 2025  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Project Management, Scheduling & Compliance

Training Course code: PC4091 From: 17 - 28 March 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9520 € Euro

### Introduction

Covering the entire project life cycle, this program is based on the best practices found in the Project Management Institute's A Guide to the Project Management Body of Knowledge PMBOK® Guide. In this program you will learn how to:

- Establish and accomplish goals that are linked directly to stakeholder needs
- Utilize tried and proven project management tools to get the job done on time, within budget and accordance with requirements
- Work through a proactive approach to risk that will give you a clear understanding of both qualitative and quantitative risk analysis

### Course Objectives

- Establish project goals and objectives that are directly linked to stakeholders' needs
- Develop and use work breakdown structures
- Develop realistic and measurable objectives to ensure positive results
- Estimate project time and costs using proven techniques
- Establish a project control system and monitor progress
- Use a practical, step-by-step process to manage project risk
- Identify threats and opportunities to your project, and weigh their relative value
- Identify and overturn the psychological barriers to risk in stakeholders

### Training methodology

Project management knowledge, skills, tools, and techniques are taught through case studies, experiential exercises and practical examples that can be used immediately to improve your project results.

### Course Summary

This program addresses both the "hard" skills and the "soft" skills needed by project managers to plan and control projects. The "hard" skills are the technical "mechanics" of managing a project, while the "soft" skills deal with the

human issues, and ultimately, it is people who deliver results on projects.

The goal of this program is to assist organizations in developing project managers who are aware of the strategic importance that project management plays in the achievement of the mission of their organization, and their role in leading the way to better performance and profits.

## Course Outlines

### Day 1: 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
- Managing Stakeholders
- The Project Manager's Responsibilities and 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 Structure
- The Project Management Office PMO Concept
- Basic Contract Types in Managing Projects
- The Generic Planning and Control Cycle in Project Management

### Day 2: 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

### Day 3: Risk Management Planning & Control

- 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 Assessment and Prioritization
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Issue Filtering
- 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
- Risk Management Control Process
- Risk Avoidance Plan Implementation
- Risk Contingency Plan Implementation
- Risk Reports and Reviews
- Risk Activities Effectiveness Evaluation
- Risk Management Plan Updates
- The flow of Risk Management Planning and Control Responsibilities
- Risk Management Process Flow

#### Day 4: Project Execution, Monitoring & Control

- Directing and 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

#### Day 5: Project Closure

- Effective Project Closure
- Project Closure Objectives
- Project Closure Plan
- Administrative Closure
- Contract Closure
- Project Closure and Contract Closure Interaction
- Lesson Learned
- Post-Project Evaluation
- Success Celebration

## Registration form on the Training Course: Project Management, Scheduling & Compliance

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

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- Please find enclosed a cheque made payable to Global Horizon
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