



*Training Course:
Project Management From Design to Execution*

*8 - 19 February 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Project Management From Design to Execution

Training Course code: MA235070 From: 8 - 19 February 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9700 € Euro

Introduction

The Project Management Training Program, developed by Global Horizon Training Center, is designed to equip professionals with the skills and knowledge necessary to manage projects effectively from initiation to execution. Project management involves a variety of tasks, including defining the project scope, allocating resources, creating timelines, managing risks, and ensuring successful project completion. This program covers all aspects of project management in depth, from designing project plans to monitoring and closing projects, ensuring participants are well-prepared to lead successful projects.

Objectives

By the end of this training program, participants will be able to:

- Define project scope, goals, and objectives
- Create comprehensive project plans, timelines, and schedules
- Allocate resources effectively and define roles and responsibilities
- Monitor project progress and adjust plans as needed
- Identify and manage project risks and issues
- Lead project teams and motivate team members
- Implement Agile methodology in project management
- Successfully close out projects, documenting outcomes and lessons learned
- Identify and avoid common project management pitfalls

Target Audience

This program is ideal for:

- Project Managers, Team Leaders, and Executives responsible for managing projects
- Professionals seeking to develop or enhance their project management skills
- Individuals interested in advancing their careers in project management
- Suitable for professionals across a wide range of industries including business, government, healthcare, education, and nonprofit sectors
- No prior experience in project management is required

Outline

Day 1: Introduction to Project Management

- Definition of Project Management: Understanding the fundamentals
- Role of the Project Manager: Key responsibilities and tasks
- Key Skills for Project Management: Communication, leadership, and organization
- Overview of the Project Life Cycle: Initiation, planning, execution, monitoring, and closure

Day 2: Project Initiation

- Defining Project Scope, Goals, and Objectives: Establishing project foundation
- Conducting Feasibility Studies: Assessing project viability
- Creating a Project Charter: Defining the project framework
- Identifying Stakeholders and Conducting Stakeholder Analysis: Managing expectations
- Developing Project Plans, Timelines, and Schedules: Establishing milestones and deliverables
- Allocating Resources and Defining Roles: Organizing team and resources

Day 3: Project Planning

- Creating a Communication Plan: Effective internal and external communication strategies
- Identifying Project Risks and Issues: Proactive risk management
- Creating a Work Breakdown Structure WBS: Breaking down tasks and deliverables
- Defining Project Deliverables and Milestones: Key outcomes and performance indicators
- Allocating Resources and Setting Roles: Ensuring team alignment and accountability

Day 4: Project Execution

- Managing Project Activities and Resources: Tracking and managing resources
- Monitoring Project Progress: Evaluating and adjusting plans
- Communicating Project Status to Stakeholders: Keeping all parties informed
- Conducting Team Meetings: Effective project team collaboration
- Managing Project Changes and Risks: Adaptation strategies for project challenges

Day 5: Project Monitoring and Control

- Tracking Project Performance Against the Plan: Monitoring success metrics
- Analyzing Performance Data: Identifying trends and issues
- Identifying and Managing Project Issues and Risks: Early problem detection and solutions
- Updating Project Plans and Schedules: Adjusting timelines as necessary
- Managing Project Quality: Ensuring the project meets quality standards

Day 6: Leadership and Team Management Skills

- Leading Project Teams Effectively: Building a strong leadership presence
- Motivating Team Members: Fostering productivity and morale
- Managing Conflicts and Resolving Disputes: Techniques for handling disagreements
- Building Trust and Collaboration: Creating a positive team culture
- Using Emotional Intelligence in Project Management: Enhancing interpersonal relationships

Day 7: Agile Methodology in Project Management

- Introduction to Agile Methodology: Agile principles and benefits
- Creating Agile Project Plans: Developing flexible and iterative plans

- Conducting Agile Team Meetings: Scrum, stand-ups, and retrospectives
- Implementing Agile Project Tracking and Reporting: Managing progress and changes in Agile projects

Day 8: Project Risk Management

- Identifying Project Risks and Opportunities: Risk identification and analysis
- Conducting Risk Assessment: Evaluating probability and impact
- Developing Risk Response Plans: Mitigation, acceptance, transfer, or avoidance strategies
- Monitoring and Controlling Project Risks: Managing risks throughout the project

Day 9: Project Procurement Management

- Planning Project Procurement: Identifying procurement needs and strategies
- Conducting Procurement Activities: Managing vendor selection and contracts
- Administering Project Contracts and Agreements: Ensuring compliance and delivery
- Closing Out Project Procurement: Managing final contracts and deliverables

Day 10: Project Closing and Best Practices

- Conducting Project Reviews: Assessing project outcomes and performance
- Documenting Outcomes and Lessons Learned: Creating a knowledge base for future projects
- Closing Out Project Contracts and Agreements: Finalizing procurement and deliverables
- Celebrating Project Successes: Recognizing the team's hard work and achievements
- Best Practices in Project Management: Key takeaways for future projects
- Identifying Common Project Management Pitfalls: How to avoid common mistakes

Registration form on the Training Course: Project Management From Design to Execution

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

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Payment Method

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