

PROJECT MANAGEMENT

COURSE OUTLINE

All our courses are based on learning by doing. We initiate and accelerate learning journeys through interactive assignments, presentations, group exercises, buddy coaching, discussions, personal case studies and action planning.



PRE-WORK

Pre-work

- Reading assignment on project management
- Identify a project in your work environment that you might take on as project manager and prepare a short presentation for the group
- In consultation with your manager, identify 2-3 development goals relating to your project management skills



DAY 1

Day 1

- Accepting a project
- The project management organisation
- Understanding the stages of a project
- Project environment: stakeholder analysis
- Project scheduling
- Work breakdown



HOMEWORK

Homework

- Improve the project definition of the real life work project and conduct a stakeholder analysis



DAY 2

Day 2

- Network diagram
- Improving the project design
- The Gantt chart – resource planning
- Subsidiary management plans (quality planning)
- Risk management
- The project plan, execution and control



POST-CLASS ASSIGNMENTS

Post-class assignments

- Participants prepare a project plan for their actual work case and agree with a buddy to give each other feedback within two weeks
- Participants share their project plan with their manager

