



## Course 650 – Project Management: Skills for Success

Duration: 3 days

### What You Get:

- 3 days of High Quality Classroom Training
- 21 Professional Development Units (PDUs)
- PMP Certified Trainer
- Comprehensive Courseware
- Course Completion Certificate
- Email consultation with instructor for 30 days
- Lunch, morning and afternoon refreshments
- Project Management Templates
- Team Workshops
- Hands-on Exercises using Microsoft Project
- Course CD

### Course Benefits

As a project manager, you are tasked to organize scarce resources, work under tight deadlines, control project change, and generate maximum team performance. Through a simulated case study, you learn how to successfully plan, manage and deliver projects. Based on the Project Management Book of Knowledge (PMBOK), you also learn how to implement project management processes, develop leadership skills and respond to real-world scenarios. At the end of the course, you also have access to templates and checklists that you can use in your own projects. This course can be credited as part of the 35 contact hours required for PMP certification.

### Who Should Attend

This course is for people responsible for leading projects but have limited experience or knowledge of formal project management methods. Among those who can benefit from this course are:

- Administrators and managers responsible for coordinating, facilitating or managing projects and programs.
- Technical professionals and engineers moving into project leadership and coordination
- General Managers responsible for projects and programs
- Members of process and performance improvement teams
- Business Planning Coordinators
- Six Sigma Professionals

Prerequisites:

Involvement in implementing, and preferably leading projects.

### Course Content

#### Project Management Framework

- Project Management Process Overview
- Stakeholders and Project Organization
- Project Life Cycle Overview
- PM Skills needed for a successful project

#### Initiating Process

- Setting Objectives and determining Business Value



- Creating a project charter
- Roles and responsibilities of PM and Project Sponsor
- Enrolling the Project Board

### **Planning Process**

- Scope
- Cost/Resource
- Schedule
- Quality
- Project HR/Communication
- Risk
- Procurement Planning
- Integration

### **Execution and Monitoring Processes**

- Elements of Project Control
- Controlling Cost, Scope, Schedule, Quality
- Earned Value Analysis
- Change Control
- Status Reporting

### **Closing Processes**

- Project Closing / Project Transition
- Post-project evaluations
- Contract and Administrative Closure

### **Supplemental Topics**

- How to apply and review for PMP certification

### **About ActiveLearning, Inc.**

**ActiveLearning** is the Philippines' leading provider of Information Technology and Project Management education, where thousands of students take courses from Application Development to Project Management to Network Security, and much more. Our courses are taught by expert instructors, and learning is enhanced through a blend of in-depth lectures, workshops, and hands-on exercises.