PROJECT MANAGEMENT TRAINING: LESSON PLAN

DAY: 1

PERIOD: 7 HOURS

COURSE: PROJECT AND PROJECT MANAGEMENT

DESCRIPTION OF COURSE CONTENT COVERED

Introduction and course overview
What is a Project?
Definition of Project Management
**Introduction to Project Management Process Groups**
**Introduction to the Forty Seven processes of Project Management**
Project Management Concepts and Framework
  - Project Stakeholders
  - Organizational structures – Functional, Projectized and Matrix
  - Organizational Process Assets
  - Enterprise Environmental Factors
  - Project Lessons Learnt (Post Mortem)
  - Project Selection Criteria
  - Baselines
  - Deliverables
  - Milestones
Project Statement of Work
Introduction to Project Management Knowledge Areas

ASSIGNMENT: Stakeholder Identification/Group project

EXERCISE: Organizational types and Advantages/Brainstorming Session

FACILITATOR:

CBT: -
## DAY: 2

<table>
<thead>
<tr>
<th>PERIOD:</th>
<th>7 HOURS</th>
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<tbody>
<tr>
<td>COURSE:</td>
<td>PROJECT INTEGRATION, SCOPE AND TIME MANAGEMENT</td>
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### DESCRIPTION OF COURSE CONTENT COVERED

**Project Integration Management**
- Project Integration Management Processes
  - Creating the Project Charter
  - The Charter Process

**Project Scope Management**
- Project Scope Management Processes
  - Developing the Project Scope statement
  - Work Breakdown Structure

**Project Time management**
- Project Time Management Processes
  - Creating Project Schedule
    - Gantt/Milestone Charts
    - Network Diagrams
    - Critical Path Method
    - Leads and Lags
    - Floats/Slacks

**ASSIGNMENT:** Scope Statement and Work Breakdown Structure

**EXERCISE:** Presentations on group Projects and Critical path Exercises

**FACILITATOR:**

**CBT:** 30 Questions
DAY: 3

PERIOD: 7 HOURS

COURSE: PROJECT COST, QUALITY AND HR MANAGEMENT

DESCRIPTION OF COURSE CONTENT

Project Cost Management
- Project Cost Management Processes
- Developing the Project Budget
- Project Cost Control
  - Earned Value Management

Project Quality Management
- Project Quality Management Processes
  - Quality management models
  - Quality management techniques

Project Human Resources Management
- Human resources Management Processes
- Planning Project Human Resources
  - Conflict resolution techniques
  - Stages of team development

ASSIGNMENT: Responsibility Assignment Matrix, EVM

EXERCISE: skills identification and assignment of resources to project roles

FACILITATOR:

CBT:
DAY: 4

PERIOD: 7 HOURS

COURSE: PROJECT COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

DESCRIPTION OF COURSE CONTENT

**Project Communications Management**
Communications Management Processes
Sharing Project Information and Communicating with stakeholders
- Business Plans
- Project Proposals
- Project Reports
Stakeholders analysis and management
Creating a communication plan

**Project Stakeholder Management**
Stakeholder management processes
Working with Stakeholder management techniques

ASSIGNMENT: - Group Assignment

EXERCISE: Working with a communication plan and Interest/Power Grid

FACILITATOR:

CBT: 30 Questions
DAY 5

PERIOD: 7 HOURS

COURSE: PROJECT PROCUREMENT AND RISK MANAGEMENT AND PROFESSIONAL RESPONSIBILITY/WORKING WITH PLANNING TOOLS

DESCRIPTION OF COURSE CONTENT

**Project Risk Management**
- Risk Management Processes
- Project Risk Planning
- Risk Management techniques
  - Working with risk management matrix

**Project Procurement Management**
- Procurement Management Processes
- Conducting Project Procurement
  - Contract types
  - Procurement documents

Applying Professional Responsibilities
- Profile development for Project Management practitioners

Using Planning/Tracking tools
  - Microsoft Project 2007/2010

ASSIGNMENT:

EXERCISE: Identification of Project contract types

FACILITATOR:

CBT: