Project Management Crash Course
Course Outline

SPARTAN
Allied Services
Deliver Results - Create Value

Program Overview

This 1 day course is aimed at providing the participant with a basic knowledge on project management as described by the Project Management Institutes' (PMI®) A Guide to the Project Management Body of Knowledge (PMBOK Guide® 5th Edition). Participants go through the five Project Management Process Groups and are given key points, activities, tools and techniques of each process group. The course also provides some insights on typical pitfalls and challenges by project managerrs on their projects.

Duration

1- Day Program

Learning Objectives

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

- Learn the basics of project management and acquire a working knowledge on how project management principles are applied in the work place
- Understand the project life cycle and the basic tools and techniques needed by project managers

Target Audience

- Project Managers projects
- Project Coordinators and Project Leaders
- Software Architects, Business Analysts, QA Managers, Systems Implementers
- Network and Infrastructure Managers, IT Managers
- Anyone keen to increase their knowledge on PM and increase their marketability

Program Structure and Outline

This course is a combination of instructor-led lectures and group activities.

- Introduction to Project Management
    - o Projects and Project Management
    - o Projects vs Operations
    - o The Purpose of Projects
    - o How the organization influences projects
    - o The Project Manager
    - o The Project Management Office (PMO)
    - o The Project Governance Framework
    - o The Project Life Cycle
    - o Agile Projects
    - o The Project Management Knowledge Areas

- Project Initiation
  - Project Selection / Determining the Business Case
  - The Project Charter
  - Identifying Stakeholders
- Project Planning
  - The Project Management Plan
  - The Work Breakdown Structure
  - Activity Estimating
  - Activity Scheduling
  - Schedule Network Diagram
  - The Critical Path
  - Schedule Compression Techniques
  - The Project Schedule
  - Cost Budgeting
  - Quality Planning
  - Resource Planning
  - Communications Planning
  - Risk Planning
  - Procurement Planning
- Project Execution, Monitoring, and Control
  - Verifying and Validating Deliverables
  - The S-Curve
  - Earned Value Management
  - The Risk Register
  - The Stakeholder Register
  - The Change Log
  - Performance Reporting
- Project Closure
  - Lessons Learned
  - Project Closure Report

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We Deliver Results

SAS Management Inc. has consistently proven its capability to deliver and exceed our clients' expectations. We are the only PEOPLECERT© Accredited Training Organization (ATO) in the Philippines. Our pool of consultants and trainers are seasoned industry veterans who have above average qualifications and certifications such as Business Management, Process Improvement, and Organizational Development Programs.

We Create Value

SAS Management Inc. believes in ensuring that our services meet the intended needs of our clients. To us, it is more than just providing training and consulting but rather ensuring that these are the things that our clients really need. This is why SAS Management Inc. is probably the only training provider that does a thorough needs assessment prior to providing a proposal. Our goal for every proposal is to CREATE VALUE for your organization.

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