Project Management & Compliance

INTRODUCTION

In this Project Management and Compliance training course you will learn how to:

- Align project objectives to your organization's strategic objectives
- Utilize tried and proven project management tools to get the job done on time, within budget and in accordance with requirements
- Work through a proactive approach to risk that will give you a clear understanding of both qualitative and quantitative risk analysis

PROGRAMME OBJECTIVES

- Gather and define correctly the client's requirements
- Establish project goals and objectives that are directly linked to project stakeholders' needs and expectation
- Establish the project scope using proven techniques
- Develop and use the project work breakdown structure for planning, scheduling and control purposes
- Develop realistic and measurable objectives to ensure positive result
- Effectively assign roles and responsibilities to the project team members
- Estimate project time and costs using proven techniques and the latest methods available
- Establish an effective and efficient earned-value project control system for monitoring and controlling project progress
- Monitor project progress and performance using critical success factors and key performance indicators
- Use a practical and effective, step-by-step process to manage project risks
- Identify threats and opportunities to your project, weigh their relative values in order to effectively develop, establish and implement response plans
- Identify and overturn the psychological barriers to risks in stakeholders
- Assess the importance of anticipating, managing and controlling project changes
- Plan, execute and control an effective project closure

WHO SHOULD ATTEND?

- Programme Managers
- Project Managers
- Project team members from Members of Process Improvement Teams
- Administrators responsible for Managing Projects
- Technical Professionals and Engineers moving into Project Leadership

TRAINING METHODOLOGY

- Project management knowledge, skills, tools and techniques are taught through case studies, experiential exercises and practical examples that can used immediately to improve your project results.

PROGRAMME SUMMARY

- This Project Management & Compliance training course addresses both the "hard" skills and the "soft" skills needed by project managers to plan and control projects. The "hard" skills are the technical "mechanics" of managing a project, while the "soft" skills deal with the human issues, and ultimately, it is people who deliver results on projects.
- The goal of this training course is to assist organizations in developing project managers who are aware of the strategic importance that project management plays in the achievement of the mission of their organization, and their role in leading the way to better performance and profits.

PROGRAM OUTLINE

Foundations of Project Management

- The Nature of Projects and Project Management
- The Growing Importance of Business Aspect in Project Management
- Project / Program and Portfolio Management
- From Strategic Planning to Project Management
- Management Criteria vs. Engineering Criteria
- The Project Life Cycle
- Managing the Triple Constraints
- Managing the Triple "C" in Project Management
- Managing Project Risks
- Managing Stakeholders
- Stakeholders in Project
- The Project Manager's Responsibilities and the Role of Senior Management
- Steps in Managing a Project
- The "Hard" Skills of Managing a Project
- The "Soft" Skills of Managing a Project
- Project Management Maturity Level
- Typical Project Organization Structure

- The Project Management Office (PMO) Concept

Project Initiating, Planning and Scheduling

- The Project Charter
- Stakeholder Identification
- The Imperative of Planning
- Planning Definition
- Project Planning Overview
- The Project Plan
- Developing the Mission, Vision, Goals and Objectives of the Project
- Basic Project Planning Steps
- Identifying Success Criteria
- Developing the Requirements
- Scope Definition
- Procurement Planning: "Make or Buy" Decision
- Defining the Work Breakdown Structure (WBS)
- The Organization Breakdown Structure (OBS)
- The Responsibility Assignment Matrix (RAM)
- Defining and Sequencing Project Activities
- Estimating Activity Resources and Durations
- Staffing Management Plan
- Scheduling the Project Work
- Estimating Costs and Determining Budgets
- The Performance Measurement Baselines (PMB)
- Communication Planning
- Quality Planning

Risk Management Planning & Control

- Risk Management Overview
- Definitions of Certainty, Risk and Uncertainty
- Definition of Project Risks
- Definition of Risk Management
- The Primary Aspects of Risk Management
- Risk Management Planning Process
- Risk Identification
- Risk Assessment and Prioritization
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Issue Filtering
- Risk Avoidance Plans
- Risk Contingency Plans
- Risk Tracking and Reporting Approach
- Risk Management Organization and Responsibilities
- Risk Management Plan Documentation and Risk Database Preparation
- The Output of Risk Management Planning

- Risk Management Control Process
- Risk Avoidance Plan Implementation
- Risk Contingency Plan Implementation
- Risk Reports and Reviews

Project Execution, Monitoring & Control

- Directing and Managing Project Execution
- Monitoring Work Performance Information
- Managing the Project Team
- Managing Stakeholder Expectation
- Project Deliverables Tracking
- Project Control Definition
- The Objectives of Project Control
- Project Control Approach
- The Earned Value Management (EVM) Concept: An Integrated Project Control Approach
- Integrated Change Control
- Quality Assurance and Quality Control (QA / QC)
- Communication and Documentation Control
- Procurement Administration

Project Closure

- Effective Project Closure
- Project Closure Objectives
- Project Closure Plan
- Administrative Closure
- Contract Closure
- Project Closure and Contract Closure Interaction
- Lesson Learned
- Post-Project Evaluation
- Success Celebration