

PROJECT MANAGEMENT TRAINING

22 – 26 July 2024
 Arebbusch Travel Lodge
 Windhoek
 Namibia



Day 1

<i>Time</i>	<i>Activities</i>
8:30	<p>1. Introduction</p> <ul style="list-style-type: none"> Know the participants Course expectations and purpose, approach, methodology, structure <p>2. Linking Strategy and Projects</p> <ul style="list-style-type: none"> The link between vision, strategy and projects Challenges and characteristics of government projects
10:15	TEA BREAK
10:30	<p>3. Project Management Theory</p> <ul style="list-style-type: none"> Defining a Project, Programme, Portfolio and Project Management Difference & links between Projects and Operations Projects in Namibia / Africa The structure of the PMBOK Guide – 6th & 7th Editions The 5 PM Process Groups and Project Life Cycle The 10 PM Knowledge Areas Interdependence of Knowledge Areas Project Management Plan Format & Template The value of Project Management <p><i>Case Study</i></p>
13:00	LUNCH BREAK
14:00	<p>4. Project Selection & Initiation</p> <ul style="list-style-type: none"> Where projects come from Arriving at a portfolio of projects and programs How to initiate projects Feasibility & Viability Studies The Project Charter & Approval <p><i>Practical exercise</i></p> <p><i>Selection of case studies and forming of project teams</i></p>
15:15	TEA BREAK

15:30	<p>5. Project Organisation & Stakeholders</p> <ul style="list-style-type: none"> • Who are the project stakeholders? • The four stakeholder groups and roles • The qualities/requirements for a good project manager and sponsor • The Project Management Office (PMO) – types and functions
16:30	Closure

Day 2

<i>Time</i>	<i>Activities</i>
8:30	<p>6. Scope Management</p> <ul style="list-style-type: none"> • Define scope with the Scope Statement, based on requirements • The Work Breakdown Structure (WBS), decomposing the scope up to work package level • Examples and tips on WBS development
10:15	TEA BREAK
10:30	<p><i>Scope Management (continue)</i> <i>Practical group work to develop and capture the WBS in MS Project</i></p>
13:00	LUNCH BREAK
14:00	<p>7. Schedule Management</p> <ul style="list-style-type: none"> • Scheduling by means of MS Project • Define activities • Determine the sequence of activities • Determine the resource requirements • Estimate the activity durations • Develop the project schedule and include it in the project plan <p><i>Demonstrate the use of MS Project, how software can be used to develop a project schedule - incl. Task / Duration / Start / Finish / Predecessors / Resources / Budgeting</i> <i>Practical group work on MS Project</i></p>
15:15	TEA BREAK
15:30	<p><i>Schedule management (continue)</i> <i>(Practical group work to develop the project schedule based on the WBS)</i></p>
16:30	Closure

Day 3

<i>Time</i>	<i>Activities</i>
8:30	<p>8. Cost Management</p> <ul style="list-style-type: none"> • Determine required resources • Estimate unit costs • Budgeting in MS Project • Develop the project budget and expense schedule in Excel
10:15	TEA BREAK
10:30	<p>9. Quality Management</p> <ul style="list-style-type: none"> • Quality definition and processes • Grade / level of service • The Quality Management Plan <p><i>Prepare a Quality Management Plan</i></p>
13:00	LUNCH BREAK
14:00	<p>10. Resource Management</p> <ul style="list-style-type: none"> • Team and Physical resources • The structure of the project organisation • The Responsibility Assignment Matrix (RAM) • Project HR Planning • Project Team Building <p><i>Develop the Responsibility Assignment Matrix (RAM)</i></p> <p><i>Project Team Building & Development</i></p>
15:15	TEA BREAK
15:30	<p>11. Communications Management</p> <ul style="list-style-type: none"> • Information & Communications needs of the stakeholders • The Communication Management Plan • Effective project meetings • Performance reporting in context of performance management <p><i>Practical Group Work to prepare the Communication Management Plan</i></p>
16:30	Closure

Day 4

<i>Time</i>	<i>Activities</i>
8:30	<i>Communications Management (continue)</i>
10:15	TEA BREAK
10:30	12. Risk Management <ul style="list-style-type: none">• Project risk definitions• Risk Breakdown Structure• Risk identification• Risk evaluation• Risk response planning <i>Develop a Risk Management Plan</i>
13:00	LUNCH BREAK
14:00	13. Procurement Management <ul style="list-style-type: none">• Procurement definitions and processes• Contract types• The Procurement Management Plan• Discussions about the role and challenges of procurement and contract management in the public and private sectors sector <i>Develop the Procurement Management Plan / Case study</i>
15:15	TEA BREAK
15:30	14. Stakeholder Management <ul style="list-style-type: none">• Key stakeholders, influences, impacts & engagement <i>Develop a Stakeholder Management Plan / Case Study</i>
16:30	Closure

Day 5

<i>Time</i>	<i>Activities</i>
8:30	<p><i>15. Project Integration</i></p> <ul style="list-style-type: none">• How to integrate all Knowledge Areas• Interdependence of Knowledge Areas• How to do Integrated Change Control• How to define and measure project success• Discussions about integration challenges and solutions <p><i>Practical exercises and group work</i></p>
<i>10:15</i>	<i>TEA BREAK</i>
10:30	<i>Course Evaluation</i>
11:00	<p><i>Case Study / Practical Group Work – developing your project plan</i></p> <p><i>Preparation for Test</i></p>
<i>12:30</i>	<i>LUNCH BREAK</i>
13:30 – 15:00	<p><i>Test - determine theoretical and application knowledge and insight</i></p>