

# PROJECT MANAGEMENT TRAINING

3 – 7 March 2025

Arebbusch Travel Lodge

Windhoek

Namibia



## Day 1

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

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

## Day 2

<i>Time</i>	<i>Activities</i>
8:30	<p><b>6. Scope Management</b></p> <ul style="list-style-type: none"> <li>• Define scope with the Scope Statement, based on requirements</li> <li>• The Work Breakdown Structure (WBS), decomposing the scope up to work package level</li> <li>• Examples and tips on WBS development</li> </ul>
<b>10:15</b>	<b>TEA BREAK</b>
10:30	<p><i>Scope Management (continue)</i>  <i>Practical group work to develop and capture the WBS in MS Project</i></p>
<b>13:00</b>	<b>LUNCH BREAK</b>
14:00	<p><b>7. Schedule Management</b></p> <ul style="list-style-type: none"> <li>• Scheduling by means of MS Project</li> <li>• Define activities</li> <li>• Determine the sequence of activities</li> <li>• Determine the resource requirements</li> <li>• Estimate the activity durations</li> <li>• Develop the project schedule and include it in the project plan</li> </ul> <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>
<b>15:15</b>	<b>TEA BREAK</b>
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	<b>8. Cost Management</b> <ul style="list-style-type: none"><li>• Determine required resources</li><li>• Estimate unit costs</li><li>• Budgeting in MS Project</li><li>• Develop the project budget and expense schedule in Excel</li></ul>
<b>10:15</b>	<b>TEA BREAK</b>
10:30	<b>9. Quality Management</b> <ul style="list-style-type: none"><li>• Quality definition and processes</li><li>• Grade / level of service</li><li>• The Quality Management Plan</li></ul> <p><i>Prepare a Quality Management Plan</i></p>
<b>13:00</b>	<b>LUNCH BREAK</b>
14:00	<b>10. Resource Management</b> <ul style="list-style-type: none"><li>• Team and Physical resources</li><li>• The structure of the project organisation</li><li>• The Responsibility Assignment Matrix (RAM)</li><li>• Project HR Planning</li><li>• Project Team Building</li></ul> <p><i>Develop the Responsibility Assignment Matrix (RAM)</i></p> <p><i>Project Team Building &amp; Development</i></p>
<b>15:15</b>	<b>TEA BREAK</b>
15:30	<b>11. Communications Management</b> <ul style="list-style-type: none"><li>• Information &amp; Communications needs of the stakeholders</li><li>• The Communication Management Plan</li><li>• Effective project meetings</li><li>• Performance reporting in context of performance management</li></ul> <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>
<b>10:15</b>	<b>TEA BREAK</b>
10:30	<b>12. Risk Management</b> <ul style="list-style-type: none"><li>• Project risk definitions</li><li>• Risk Breakdown Structure</li><li>• Risk identification</li><li>• Risk evaluation</li><li>• Risk response planning</li></ul> <i>Develop a Risk Management Plan</i>
<b>13:00</b>	<b>LUNCH BREAK</b>
14:00	<b>13. Procurement Management</b> <ul style="list-style-type: none"><li>• Procurement definitions and processes</li><li>• Contract types</li><li>• The Procurement Management Plan</li><li>• Discussions about the role and challenges of procurement and contract management in the public and private sectors sector</li></ul> <i>Develop the Procurement Management Plan / Case study</i>
<b>15:15</b>	<b>TEA BREAK</b>
15:30	<b>14. Stakeholder Management</b> <ul style="list-style-type: none"><li>• Key stakeholders, influences, impacts &amp; engagement</li></ul> <i>Develop a Stakeholder Management Plan / Case Study</i>
16:30	Closure

## Day 5

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