

PROJECT MANAGEMENT TRAINING

19 – 23 May 2025
 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 |

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| 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 | 8. Cost Management <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 | 9. Quality Management <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 | 10. Resource Management <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 | 11. Communications Management <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> |