

PROJECT MANAGEMENT TRAINING

11 – 15 August 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 | 5. Project Organisation & Stakeholders <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 | 6. Scope Management <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 | <i>Scope Management (continue)</i> <i>Practical group work to develop and capture the WBS in MS Project</i> |
| 13:00 | LUNCH BREAK |
| 14:00 | 7. Schedule Management <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 <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> |
| 15:15 | TEA BREAK |
| 15:30 | <i>Schedule management (continue)</i> <i>(Practical group work to develop the project schedule based on the WBS)</i> |
| 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 <i>Prepare a Quality Management Plan</i> |
| 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 <i>Develop the Responsibility Assignment Matrix (RAM)</i> <i>Project Team Building & Development</i> |
| 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 <i>Practical Group Work to prepare the Communication Management Plan</i> |
| 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 | <i>Test - determine theoretical and application knowledge and insight</i> |