



## Project Management Training & Workshops

A blended approach to learning project management designed to fit your organization needs and unique environment

### Mastering Project Management

#### Course Details (3 days)

The training course uses our own the project management methodology that your project and teams can use and customize to their own needs. It is built on the nine project management process plus an introduction to project management theory.

Mastering Project Management is designed to teach practical project management skill; the skills needed in today's dynamic environment to successfully define, plan and manage projects. This three day course teaches a step-by-step process for planning and managing projects of any size.

#### **Module 1: Project Management Process Overview (2 hours)**

- Identify the value of applying Project management methods
- Understand common Project Management terms
- The four project constraints
- List the project management life cycle and the project processes
- Apply the project management PDCA Cycle

#### **Module 2: Scope Management Process (2 hours)**

- Scope Planning and the Project Scope Statement
- Work Breakdown Schedule
- The Project Log Frame and the Definition of the Project Goals
- Work Assignment Sheet and Work Verification
- Project Scope Change Control Plan and Adapting the Scope

#### **Module 3: Time Management Process (4 hours)**

- Schedule Management
- Defining the Schedule
- Publish the Schedule
- Monitor the Schedule
- Update the Schedule

#### **Module 4: Budget Management Process (4 hours)**

- Budget Management
- Estimating the Budget
- Executing the Budget
- Budget Control
- Budget Update

#### **Module 5: Quality Management Process (2 hours)**

- Quality Management

- Quality Definition
- Quality Assurance
- Quality Control
- Quality Improvement

## **Module 6: Team Management Process (2 hours)**

- Team Management
- Team Management Process Planning
- Team Identification
- Team Building
- Team Performance Evaluation
- Team Improvement

## **Module 7: Stakeholder Management Process (2 hours)**

- Stakeholder Management
- Stakeholder Process Planning
- Stakeholder Mapping
- Stakeholder Analysis
- Stakeholder Plan
- Stakeholder Stewardship

## **Module 8: Information Management Process (2 hours)**

- Information Management
- Information Processes Planning
- Using the Information for Decision Making
- Maintain Project Records
- Project MIS

## **Module 9: Risk Management Process (2 hours)**

- Risk Management
- Risk Process Planning
- Risk Identification
- Risk Analysis
- Risk Response
- Risk Monitoring

## **Module 9: Contract Management Process (2 hours)**

- Contracts and Grants Management
- Contracts and Grants Process Planning
- Contracts and Grants Selection
- Contracts and Grants Administration
- Contracts and Grants Evaluation

# Our Training Services

## Extending the Capabilities of Project Management

PM4DEV professionals understand how you do your work. And, our satisfied customers confirm that we're uniquely positioned to help you achieve measurable success by utilizing a unified approach that combines:

- **Reliability.** PM4DEV works closely with you to ensure a successful project outcome. Our job isn't finished until we've achieved your goals.
- **Expertise.** We understand your challenges and our project management workshop services were developed by people with an extensive experience. PM4DEV professionals have the necessary knowledge and resources to guarantee your project success.
- **Methodology.** Our proven processes and methodology were developed during successful engagements allowing PM4DEV professionals to work with maximum speed to efficiency.

PM4DEV can provide flexible training and workshops tailored to the unique needs of your organization. Our training services will enable you to quickly take advantage of the many benefits of our project management expertise.

E-mail us at [training@pm4dev.com](mailto:training@pm4dev.com) for information on training and workshop services. Or schedule an interview with one of our customer representatives.