



Project Management Training & Workshops

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

Project Management Cycle

Course Details (3 days)

The training course combines the project management methodology created for your organization as part of our consulting services, combined with a practical case study based on your own development projects. The goal of this course is to bring up to speed your project teams in the new project management methodology and use the new knowledge and information to quickly adapt their current practices and put into action their new skills.

Module 1: Project Management Process Overview (2 hour)

- Identify the value of applying Project management methods
- Understand common Project Management terms
- The four project constraints
- The project life cycle and the project processes
- Understand the role and responsibilities of the project manager

Module 2: Initiating Process (2 hours)

Upon completion of this module, you will be able to understand the purpose of a:

- Development of the Project Proposal
- Definition of the Project Goals
- The Project Log Frame
- Working with the Donor RFP

Module 3: Module 3 - Planning Process (8 hours)

Upon completion of this module, you will be able to apply the following processes with their associated templates to the selected case scenario:

- Scope Planning and the Work Breakdown Schedule
- Schedule Development
- Cost Budgeting
- Quality planning
- Team Planning
- Stakeholder and Communication Planning
- Risk Management Planning
- Procurement Planning

Module 4: Module 4 – Implementation Process (4 hours)

Upon completion of this module you will be able to:

- Manage stakeholder expectations
- Implement Change Control Processes
- Implement a communications plan

- Develop selection and contractual criteria for vendors/contractors

Module 5: Monitoring and Controlling Process (4 hours)

Upon completion of this module you will be able to:

- Determine the status of all planned tasks
- Identify current and future variances versus plan
- Develop alternative plans for corrective actions
- Understand how to manage:
 - The Project Team
 - Stakeholders
 - Conflict
 - Risk Monitoring & Control
 - Integrated Change Control
 - Earned Value Analysis

Module 6 Adapting and Learning Process (2 hours)

Upon completion of this module you will be able to:

- Identify the purpose of adapting and learning process
- Change request and approvals
- Applying changes to the project plan
- Implement a learning and improvement culture in the project:
 - Lessons Learning and not lessons learned
 - Continuous Improvement
- Communicate changes to stakeholders

Module 7 Closing and Evaluation Process (2 hours)

Upon completion of this module you will be able to:

- Identify the purpose of the Closing Process
- Delineate the role of the Project Manager during closure
- Determine appropriate activities to be accomplished including:
 - Internal and external closure
 - Administrative and contract closure
- Select appropriate documents to use during closure
- Preparing for an Evaluation process
- Complete final reporting to donor

Our Training Services

Extending the Capabilities of Project Management

PM4DEV professionals understand how you do your work. 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 outcome. Our job isn't finished until we've achieved your goals.
- **Expertise.** We understand your challenges and our project management training 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 training methodology were developed during successful engagements allowing PM4DEV professionals to work with maximum 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.

Email us at training@pm4dev.com for information on training and workshop services. Or schedule an interview with one of our customer representatives.