

# BASIC EFFECTIVE PROJECT MANAGEMENT

## PROGRAM DESCRIPTION

Projects produce innovative products and services, lead to streamlined improved work processes and methods, and yield programs that enhance employee productivity and morale. Projects require effective and efficient management to deliver results. Designed with a blended learning approach, this workshop will enhance project management skills in the whole project cycle, from project conceptualization to closure. It also provides ways on

## COURSE OBJECTIVES:

- ✓ Learn the project management cycle, explain its importance and nature of projects that can help cover critical components of planning, implementing and closing projects.
- ✓ Develop general management and leadership skills critical to implementing a successful project.
- ✓ Use the concepts to implementing small to large projects in the department or companywide.
- ✓ Document a project using the project charter and use this to get approval from stakeholders.

## METHODOLOGY:

- ❖ Discussions
- ❖ Concept-then-Application Approach
- ❖ Group Dynamics and Structured Learning Exercises
- ❖ Workshop and Case Studies

## TARGET COMPETENCIES

- ❖ Project Management
- ❖ Stakeholder Management



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## DETAILS:

- 📅 **Target Audience:**
  - Staff, Supervisors, Managers
- 📅 **Learning Format:**
  - Online / Webinar
- 📅 **Duration:**
  - 2 Days

## COURSE OUTLINE:

### **I. Overview of Project Management**

- A. The Era Before Project Management
- B. Cases of Successful Project Management
- C. Project vs. 'Ongoing Work'
- D. Project vs. Operations
- E. Sources of Projects
- F. Prioritizing Projects: Using Criteria

### **II. Project Management Framework**

- A. Understanding the Components
- B. The Framework – Conceptualization, Planning, Delivery, Control and Evaluation, and Closure

### **III. Project Conceptualization**

- A. Purpose, Setting of Objectives and Deliverables
- B. Project Sponsor
- C. Determining Key Stakeholders
- D. Knowing Constraints and Assumptions

### **IV. Project Planning**

- A. Knowing the Elements
- B. Determining How Much It Will Cost
- C. Getting the Right People in

### **V. Project Delivery**

- A. Communicating at Different Phases of the Project
- B. Checking the Progress of the Work
- C. Obtaining Status Reports
- D. Preparing Reports for Stakeholders
- E. Facilitating Effective Meetings

### **VI. Project Control and Evaluation**

- A. Identifying Project Controls and Measures
- B. Developing and Monitoring Project Metrics

### **VII. Project Closure**

- A. Identifying the Lessons Learned
- B. Documenting and Endorsing Project to End Users
- C. Closing