



## 1 COURSE OUTLINE

Course:	Project Management in Practice
Contact Hours:	12 Contact Hours
Pre-requisite:	Basic Project Management knowledge

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### 1.1 Abstract

Most project management courses such as Certificate Associate in Project Management and Project Management Professional develop and strengthen knowledge and some skills in project management. These certification programs are not necessarily designed to provide hands-on practical skills in developing, amending and using various project management templates to help plan, execute and monitor projects.

In this course participants will be exposed to over 10 project management templates to address key planning, executing and monitoring project management processes. Participants will be able to tailor the templates to suit their working varying situations.

### 1.2 Learning Outcomes

At the end of the course participants will be able to:

- a. Prepare project management plans using a comprehensive suite of project templates.
- b. Modify templates in keeping with project and organizational monitoring requirements.
- c. Evaluate project management performance via performance tracking template.

### 1.3 Topics Covered

- a. Overview of project management five Process Groups and ten Knowledge Areas
- b. The 5 W's and 1 H of project management templates
- c. Developing, modifying and using project management templates for Process Groups and Knowledge Areas
- d. Monitoring and tracking project performance using templates