



Course: Project Management for Business Professionals

Contact Hours: 24

Pre-requisite: None

Abstract

Project Management for Business Professionals is an introductory course to the world of project management. Learners will be introduced to the key concepts, principles and methods for managing projects effectively. The project life cycle and the project management processes will be discussed and project management techniques applied to classroom activities. At the end of this introductory course learners will achieve the necessary knowledge and skills to manage a small project within an organization context.

Target Audience

Practitioners in the field of project management who wish to receive formal training in project management, newcomers to the field of project management who are interested in obtaining an understanding of this profession.

Learning Outcomes

On completion of this course, learners will be able to:

1. Explain the project selection process:
 - a. Discuss the relationship between the project objectives and the business strategy
 - b. Describe the necessary skills and competencies of a project manager.
2. Initiate the project:
 - a. Evaluate the organisations environment and culture on the project deliverables.
 - b. Identify key stakeholders and obtain approval for the project.
3. Plan the project:
 - a. Obtain stakeholders requirements, prepare a project scope statement and work breakdown structure.
 - b. Define project activities and identify the project's critical path.
 - c. Determine quality requirements for the project.
 - d. Evaluate project risks and select appropriate risk response strategies.

- e. Estimate project cost and prepare a budget for the project.
- f. Select the most appropriate organisation to implement the project and prepare a communication plan.
- g. Select the most appropriate contract type for outsourced activities.
4. Monitor, Control and Execute the project:
 - a. Identify techniques for effective project monitoring and control
 - b. Discuss the main focus of the project manager during the execution phase of the project.
5. Close off the project:
 - a. Identify key activities to effectively close off the project.

Course Content

Learning Outcome 1

- Introduction & History of Project Management
- Projects and Strategic Planning
- Accounting Concept and Project Selection Models
- Portfolio and Programme Management

Learning Outcome 2

- Project Manager Skills
- Project Life Cycle
- Project Management Processes
- Project Management Knowledge Areas

Learning Outcome 3

- Project Environment
- Organizational Culture
- Project Stakeholders
- Project Charter

Learning Outcome 3

- Project Integration
- Stakeholder Requirements
- Project Scope Management
- Project Time Management

Learning Outcome 3

- Project Quality Management
- Project Risk Management

Learning Outcome 3

- Project Human Resource Management
- Project Communication Management
- Procurement Management

Learning Outcome 4

- Project Cost Management
- Earned Value Analysis

Learning Outcome 5

- Change Management
- Performance Reporting
- Project Close Out