



**MAESTRO**  
CONSULTANTS

# IMPROVING YOUR PROJECT MANAGEMENT SKILLS: THE BASICS FOR SUCCESS

## COURSE OUTLINE 2024

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## **TRAINING TITLE**

IMPROVING YOUR PROJECT MANAGEMENT SKILLS: THE BASICS FOR SUCCESS

## **VENUE**

London, UK

## **DURATION**

5 Days

## **DATES**

16 - 20 December 2024

## **PRICE**

\$6,500 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch.

## **TRAINING INTRODUCTION**

As the business world grows more competitive, organizations find it necessary to take on an increasing number of projects. Unfortunately, these same organizations often don't have skilled project managers to handle the work. In this seminar, you will learn and practice the critical tools and techniques that have been proven necessary for project management success. In lectures, discussions and exercises, you'll cover the essential aspect of managing projects.

While aligned with the Project Management Institute's (PMI) framework, this course is specifically designed to focus on the practical application of concepts. You'll return to work with the knowledge and tools you need to get your projects started right and completed successfully.

## **TRAINING OBJECTIVES**

- Understanding Basics: Master project management fundamentals.
- Planning: Develop detailed project plans and schedules.
- Organizing: Efficiently manage resources and tasks.
- Communicating: Enhance communication with stakeholders and team members.

- Leading: Build leadership and team management abilities.
- Managing Risks: Identify and mitigate potential project risks.
- Monitoring: Track progress and control project elements.
- Evaluating: Assess project outcomes and close projects effectively.

## **TRAINING AUDIENCE**

- Aspiring Project Managers
- Current Project Managers
- Team Leaders and Supervisors
- Business Professionals
- Entrepreneurs and Small Business Owners

## **TRAINING OUTLINE**

### **DAY1: The Project Management Framework**

- Define the Basic Project Management Framework
- Describe Key Project Management Terminology
- Explain the Triple Constraints (Project Triangle)
- Differentiate Between Operations and Projects
- Describe Project Management in a Business Context

### **DAY2: Initiate the Project**

- Describe How Projects Are Initiated
- Describe the Difference Between Project Requirements and Product Requirements
- Describe the Purpose and Content of the Project Charter
- Describe the Purpose and Content of the Product Requirements Document
- Use the SMART Model When Writing Requirements
- Identify Information-Gathering Techniques

### **DAY3: Identify the Work**

- Discuss the Purpose of a Kick-Off Meeting
- Develop a Work Breakdown Structure (WBS)

### **Estimate the Work**

- Discuss Guidelines for Making Better Estimates
- Explain the Use of Three-Point Estimates

### **Schedule the Work**

- Describe Task Dependencies
- Identify the Sequence of Tasks via Precedence Diagramming
- Develop the Project Schedule

### **DAY4: Create the Budget**

- Determine the Personnel Costs Needed for the Success of the Project
- Determine the Expense Costs Needed for the Success of the Project
- Differentiate Between Bottom-Up and Top-Down Cost Budget Planning, and State Which Is More Appropriate for Different Situations

### **Complete the Plan**

- Create the Project Communications Plan
- Describe the Project Risk Management Processes
- Describe the Purpose of the Project Procurement Plan
- Discuss the Purpose of Reserves

### **DAY5: Execute the Plan**

- Create a Project Status Report
- Describe the Key Elements Required to Determine Project Health
- Describe How to Run an Effective Project Status Meeting
- Describe the Change Management Process

### **Close the Project**

- Identify the Elements of Both Administrative and Contractual Project Closure Procedures

- Describe the Different Ways That Projects Can Be Terminated
- Explain the Importance of a Repository and Lessons Learned

## **TRAINING CERTIFICATE**

**MAESTRO CONSULTANTS** Certificate of Completion for delegates who attend and complete the training course.

## **METHODOLOGY**

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.