CONCEPTUAL PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS

Duration: 3 day; Instructor-led (ILT) | Virtual Instructor-led Training (VILT)

WHAT YOU WILL LEARN

This course is designed specifically for non-project management professionals. The assumption made here is that non-project management professionals here could mean Management teams, Business Teams, Sales teams, HR teams, Finance teams, less experienced project teams and/or new project managers, etc. These professionals support and/or work with project teams in a project environment.

It is also assumed that these non-project management professionals may not have a lot of experience in project management principles or best practices although they may be working in project environments for a few years.

Therefore, the main purpose of this course is to provide a structured awareness and basic understanding to these non-project management professionals regarding proper project management principles, concepts and best practices and how these work in tandem with the performing organization and project teams to increase effectiveness and value.

METHODOLOGY

This course aims to develop the competencies of participants through a series of lectures, sharing, case studies, discussions, explanation/simulation on key project management baselines (scope management, schedule management, performance management, stakeholder management and communications management) and through questions and answers sessions held periodically throughout the delivery of the course.

COURSE OBJECTIVES

At the end of the course, participants will:

- Understand the definition of Project Management and be able to differentiate from Operational Processes.

- Have a basic understanding of the definition of Program Management and Portfolio Management especially its positioning in the corporate organization.

- Be aware and appreciate organization issues and structures specifically how they affect/impact the project environment.

- Understand the 5 project management process groups according to PMIs PMBOK Guide 6th Edition.

- Have an overview of the 10 project management knowledge areas according to PMIs PMBOK Guide 6th Edition.

Participants will be able to better understand Project Management Key Concepts and will be in a better position to support project environments better. The organization will also begin to see better alignment, standardization and consistency towards project management terminology and better practices.

COURSE CONTENTS

Module 1 : Introduction

- Introduce the Trainer and Welcome the participants

- Break the ice and be comfortable with one and another

- Highlight any administrative information

- Gain feedback/consensus on expectations

- Introduce the Course Objectives and provide an Overview about Project Management vs. Operational Management

Module 2 : Definitions

- Provide more clarity on the definition and purpose of good project management principles/practices

- Give a basic working understanding of program management and its relationship with projects and project management

- Explain portfolio management and its context to program and project management

- Contextualize all of the above within the performing organization

Module 3 : The Organization-Project Environment

- Brief on the various classification of organization structures according to the PMBOK Guide 6th Edition

- Expand on the characteristics of the various organization structures specifically its relationship to projects, project management and the project environment

- Brief and discuss the context of the project-organization environment as a whole

- Discuss organizational issues that can impact the project environment either positively or adversely

Module 4 : Project Management Core Concepts

- Explain the 5 project management core process groups and their functions/purpose
    - Initiating, Planning, Executing, Monitoring and Controlling and Closing

- Provide an overview of the 10 knowledge areas explain why and how these knowledge areas are important/applicable towards project management best practices
    - Integration Management, Scope Management, Schedule Management
    - Cost Management, Quality Management, Human Resource Management
    - Communication Management, Risk Management, Procurement Management
    - Stakeholder Management