

Course Content: Practical Project Management

Part 1: Principles of Project Management

- 1.1. Explaining a 'Project' and 'Project Management'
- 1.2. Overview of Project Management
- 1.3. Project Phases and Lifecycle
- 1.4. Project Management processes
- 1.5. Managing project risks
- 1.6. Core management functions
- 1.7. Project Management Knowledge Areas
- 1.8. Project planning
- 1.9. Scheduling
- 1.10. Estimating costs
- 1.11. Cost control
- 1.12. Closing a project

Part 2: Getting Things Done

- 2.1. The role and responsibility of the Project Manager
- 2.2. Project leadership skills
- 2.3. Project Management Competence
- 2.4. Becoming project management competent
- 2.5. Time management
- 2.6. Being productive and efficient

Part 3: Assignment

Course attendees have to prepare a presentation on a project management topic of their choice for presentation to the group on the second day of the course