

Integrated Project Management

Today's dynamism of organisations lies in creation and execution of projects within the functional framework. More projects, more achievements.

This comprehensive training course presents a knowledge framework of project management. Each knowledge area is again converted into a handful of tools for implementing project management principles and practices that help to succeed and accomplish goals effectively.

Many organizations today have a new or renewed interest in project management. This project management course covers the following nine key project management competency areas encompassing the total project management-

- Four core competency areas lead to specific project objectives (project scope, project time, project cost, and project quality).
- Four facilitating competency areas are the means through which the project objectives are achieved (project human resources, project communication, project risk, and project procurement management).
- Finally, another backbone competency Project Integration Management will be covered to ensure integration of the above competencies.

Course Outline

Module 1

- ✦ Introduction to Project Management
- ✦ Project Life Cycle & Organisation
- ✦ Organisational Influences
- ✦ Project Management Knowledge Areas

Module 2

- ✦ Developing Project Charter
- ✦ Project Scope Management
- ✦ Scope planning, WBS
- ✦ Scope verification, control
- ✦ Process Interaction
- ✦ Project Integration Part 1

Module 3

- ✦ Project Time Management
- ✦ Activity identification and sequencing
- ✦ Activity duration and resource estimating
- ✦ Schedule development and control

Module 4

- ✦ PM Process Mapping
- ✦ Project Cost Management
- ✦ Cost estimating, budgeting and control

Module 5

- ✦ Project Quality Management
- ✦ Quality planning
- ✦ Quality Assurance
- ✦ Quality Control

Module 6

- ✦ Project Human Resource Management
- ✦ Team forming and norming
- ✦ Resource allocation and optimisation
- ✦ Project Change Control
- ✦ Project Integration Part 2

Module 7

- ✦ Project Communication Management
- ✦ Communication Planning
- ✦ Information Dissemination
- ✦ Reporting
- ✦ Stakeholders management

Module 8

- ✦ Project Risk Management
- ✦ Risk Management Planning
- ✦ Quantitative and Qualitative Risk Analysis
- ✦ Risk response and monitoring

Module 9

- ✦ Project Procurement Management
- ✦ Purchase and acquisition
- ✦ Contract administration
- ✦ Project Integration Management Part 3
- ✦ Project Closing

Module 10

- ✦ Evaluation
- ✦ Reflection

Methodology

- Workshop
- Group work
- Assignments
- Participatory lecture
- Video presentation
- Case study of relevant areas
- Simulation
- Reflection and appreciation

Who should join the course?

- ✓ Programme Managers
- ✓ Project Managers
- ✓ Project team members
- ✓ Members of project management office
- ✓ Functional managers with staff assigned to projects
- ✓ Educators or trainers of project management
- ✓ M&E specialists and officers, Quality assurance officers
- ✓ Project reporting officers
- ✓ Project procurement officers
- ✓ Consultant & other specialists in project management

Interested persons should have three years of project experience. Persons having long experience can also join the course for a formal and structured knowledge and skills on project management.

Participants are encouraged to bring data of their projects so that they can join the workshops and activities in real world situations and test the PM framework immediately.

Benefits:

After successful completion of the course, participants will be certified. Following the modern project management tools results up to 20 percent higher productivity and desired quality.

Duration:

This is a 3-day course. Formal contact hour is either 9:30 am to 5:00 pm. or 2:30 to 8:50 p.m. Participants may interact with the facilitators further for any enquiry and assignments.

Course fee:

Total course fee is Tk. 17,800.00 (net). This course fee covers tuition, resource persons' time, course book, project tools sheets, templates, stationery, morning tea with snacks, lunch and afternoon tea with snacks and certificates.



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