Project Management for Non-Project Professionals

INTRODUCTION

- The benefits of project management skills for non-project professionals, as well as for the project teams they support, are significant. However, little attention is focused on the critical and pivotal importance of these professionals' knowledge and skills associated with how projects should be managed.
- This practical, intensive training course gives participants the basic knowledge, processes, skills, tools and techniques recognized as good practices that the project professional and his / her team worldwide use in enhancing the chances of project success. The programme provides:
- Insight into how projects are implemented
- Recommendations on how non-project professionals can aid in the successful implementation of a project
- Project management skills that can be used immediately upon returning to office

PROGRAMME OBJECTIVES

- Obtain a fundamental understanding of basic aspects of managing projects
- Familiarize and use essential vocabulary and terminology in managing projects and apply basic project management knowledge, skills, tools and techniques to increase both work efficiency and effectiveness on the project team
- Plan, organize and control project activities by using proven project management skills of successful projects
- Learn and implement the five project management process groups to be performed for any project.
- Identify and understand the ten knowledge areas of project management
- Realize the importance of both hard skills and soft skills as these are applied to different aspects of successfully managing a project for the project team
- Learn how to proactively plan, monitor, track, update and control risks and opportunities to increase the probability of project success
- Manage the on-going needs, concerns and expectations of stakeholders to effectively engaging them in project decisions and execution to support the project's interests
- Establish an effective and efficient communication strategy to get cooperation and coordination from stakeholders towards meeting the project objectives

WHO SHOULD ATTEND?

- Those who are involved in projects but do not manage them, such as Project Team Members, Coordinators, Stakeholders, Analysts, etc, who want to increase their level of effective and efficient contribution to the success of their project
- Anyone in an administrative role in project environments, such as Executive Assistants and other Administrative Professionals, who wishes to increase their level of effective and efficient contribution to the success of any projects they are involved in

TRAINING METHODOLOGY

- This Project Management for Non-Project Professionals training course will combine conventional presentations with the use of course materials and interactive practical exercises, supported by training videos, case studies, etc. It includes concepts definition, experiential exercises, practical examples, dialogues and discussions. A high level of delegates' participation is expected to relate the project management knowledge and skills learned in the programme to the actual needs at their workplace.

PROGRAMME SUMMARY

- This training course provides non-project professionals a unique and simplified approach of the basic project management skills as practiced by those manage projects worldwide. It provides them with a practical and effective guide to learn what project professionals and their teams are doing and to acquire the project management skills to be an active, value-adding participant to the project team. It also provides a firm foundation for further development of project management knowledge, skills through more advanced training courses and more "hands-on" experience.

PROGRAM OUTLINE

Project Management Overview

- What is a project?
- Definition of project management
- The pitfalls of not using project management
- Project vs. Operations
- The triple constraints in project management
- Stakeholders in project management
- Project life cycle
- Product life cycle
- Project phases
- The Hard / Soft skills in managing a project
- The ISO-21500 Guidance for project management
- Project Management: The Process Context

## Responsibilities & Competencies of the Project Team Members

- Project Management: The Interpersonal and Behavioural Context
- Responsibilities of the project team member
- Common challenges of the project team member
- Skill requirements of the project team member
- Functional competencies of the project team member

Project Management Process

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

Project Management Knowledge Areas

- Project integration management
- Project scope management
- Project time management
- Project cost management
- Project quality management
- Project human resource management
- Project communication management
- Project risk management
- Project procurement management
- Project stakeholder management
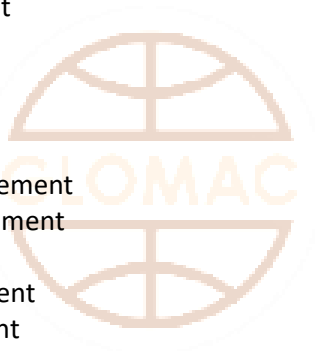
Project Initiation

- Develop the project charter
- Identify stakeholders
- Establish the preliminary project team

Project Planning

- What is project planning?
- The project planning process
- Review project requirements
- Conduct the Project Kick-off meeting
- The Work Breakdown Structure (WBS)
- The Organization Breakdown Structure (OBS)
- The Responsibility Assignment Matrix (RAM)
- Scope planning
- Schedule planning
- Cost planning

- Quality planning
- Human resource planning
- Communications planning
- Risk planning
- Procurement planning
- Stakeholder management planning
- The change control process
- The project plan

Project Execution, Monitoring & Control

- Manage and coordinate project execution
- Manage productive meetings
- Manage technical performance
- Manage schedule, cost and resource performances
- Manage risks, issues and opportunities
- Manage and control changes
- Manage project team interfaces
- Manage stakeholder relationship
- Manage deliverables tracking
- Project monitoring and control approach

Project Closure

- Project closure objectives
- Close procurement contracts
- The "Punch-List" approach
- Administrative closure
- The project completion check-list
- Hand Off deliverables
- Close project
- Obtain and update lessons learned
- Post project evaluations
- Communicate project achievements
- Celebrate and reward performances
- Transition to Operations & Maintenance