

**PROJECT
MANAGEMENT:
ESTABLISHING
COMPETITIVE
ADVANTAGE**

COURSE OBJECTIVE

The purpose of this module is to improve your project management knowledge, getting into a much deeper detail in each of the nine knowledge areas as stated in PMI's PMBOK Guide 4th Edition, as well as other available project management best practices. This module also allows the student to build a complete and detailed project plan from a fictitious project which is to be carried along the module, together with its schedule, budget, scope, risk identification, procurement processes, communication and quality.

[THE PARTICIPANTS WILL LEARN

- Define project management. Understand the project life cycle and its connotation. Define and bring into context the main areas of project management.
- Initiate, plan, execute, monitor and control and close a project using a sample project.

METHODOLOGY

Macrosolutions / Ricardo Vargas use the state-of-the-art in the training process, including:

- [Explanatory classes utilizing audio-visual resources.
- [Use of films and video clips as an educational resource
- [Demonstrations and computer simulations
- [Workgroups activities focused in problem-solving
- [Scenario-based simulations using real cases to be further discussed in groups

COURSE CONTENT

[COURSE OPENING

[DEFINE PROJECT MANAGEMENT

- Introduction
- Project management definition
-
- When are projects necessary ?
- Projects characteristics
- Define project success criteria
- Project management benefits
- The main causes of failures and successes in projects
- Project management myths

[THE PROJECT LIFE CYCLE

- A project life cycle
- The life cycle characteristics
- The costs of changes and corrections
- Constructive opportunity x destructive intervention
- Fitness ability
- Risk uncertainty x Level of risks taken
- The phases in a project's life cycle
- The integration between performance, costs and time in projects
- Analysing cost and duration in a project
- The analysis of performance and investment
- The analysis of performance and scope

THE MAIN AREAS OF PROJECT MANGEMENT

- Integration management
- Scope management
- Time management
- Cost management
- Quality management
- Human resource management
- Communication management
- Risk management
- Procurement management

THE PROJECT MANAGER AND HIS/HER INTERFACES

- Definitions and skills necessary to the project manager
- Hiring a project manager
- The top mistakes made when recruiting a project manager
- Conflict management

THE PROJECT MANAGEMENT GENERAL MODEL

- Justification of the project's activity flow
- Project's flowchart

DEFINITION PHASE

- Problem or opportunity
- Develop Project Charter
- Identify the Project Manager
- Develop the Project Plan
- Define the project's objective, justification, it's main project and all of the deliverables
- Documenting the project's information on the Project Plan
- Create scope alternatives for the project's execution
- Estimating performance, costs, time, risks and consequences involved in the selection of alternatives
- Documenting the alternatives in the Project Plan
- Discarding unused information but documenting them on the Lessons Learned document
- Develop the Scope Statement
- Approve the Scope Statement

PLANNING PHASES

- Define and group the work packages and the project deliverables (WBS)
- Create the activity list for each work package (WBS)
- Summary of all the project plans (by knowledge area)
- Determining the duration of the activities
- Identify and select the human resources for the project
- Determining the activity dependencies (PERT)
- Bringing together the over allocated resources
- Determining the Critical Path (CPM)
- Develop the project's schedule
- Determining the cost of the activities and the cost of the project (strategic approach only)
- Develop the Project Plan
- Approving the Project Plan
- Documenting the Project Plan in the project's archives

EXECUTING AND CONTROLLING PHASES

- Executing auxiliary activities: procurement, communications, quality and scope
- Controlling changes by using the traditional approach
- Registering changes in the project
- Is all the work completed?

CLOSING PHASE

- Auditing and validating the results (adherence auditing procedure)
- Discuss project problems and failures to be used as lessons learned to other projects
- Administrative closure of the remaining contracts
- Adjourning the team and project organizational structure
- Finish the project documentation and conclude the project

COURSE CLOSE-OUT

FURTHER INFORMATION

For further information about this course, please contact:

[Phone: +55 31 3024-3003

[Fax: +55 31 3024-3005

[e-mail: info@ricardo-vargas.com