

COURSE OVERVIEW PM0066
Project Management Skills
(E-Learning Module)

Course Title

Project Management Skills
 (E-Learning Module)

Course Reference

PM0066

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration

30 online contact hours
 (3.0 CEUs/30 PDHs)

Course Description



Project management has evolved from a management philosophy restricted to a few functional areas and regarded as something nice to have to an enterprise project management system affecting every functional unit of the company. More and more companies are now regarding project management as being mandatory for the survival of the firm. Almost all of today's executives are in agreement that the solution to the majority of corporate problems involves obtaining better control and use of existing corporate resources, looking internally rather than externally for the solution.

As part of the attempt to achieve an internal solution, executives are taking a hard look at the ways corporate activities are managed. Project management is one of the techniques under consideration. The project management approach is relatively modern. It is characterized by methods of restructuring management and adapting special management techniques, with the purpose of obtaining better control and use of existing resources.

Project management is a simple, logical and easy to use management style and has been recognized as the most appropriate form of management for the new generation of managers.



As the use of projects becomes more pervasive, so more managers are entering the field of project management. Their success will be helped by their ability to develop a fully integrated information and control system to plan, instruct, monitor and control large amounts of data, quickly and accurately to facilitate the problem-solving and decision-making process.

Successful project management is about getting the job done on time, within budget and to the client's required specifications. This course will systematically cover the main activities performed by a project manager from inception to completion as well as the techniques required during the project life cycle to achieve these objectives.

The course will outline the latest planning and control techniques used by industry, commerce, sport and domestic projects, and particularly those used by the project planning software and referred to in the Project Management Institute's (PMI) project management body of knowledge (PMBOK), and the Association of Project Manager's (APM) body of knowledge (bok).

This E-Learning course is designed to take you step-to-step through the latest planning and control techniques, particularly those used by the Project Management Software and the Project Management Body of Knowledge (both APM's bok and PMI's PMBOK). The course is in line with the PMI knowledge requirements and with the relevant experience will enable the participant to apply to the PMI for acceptance to their examination for the PMI-PMP registration .(Details of the full PMI requirements are available on the PMI web-page, www.pmi.org)

The course is carefully developed to reflect the best practices that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDU**s) or Continuing Education Units (**CEU**s) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives

After completing the training, the employee will:-

- Apply and gain a comprehensive knowledge on project management skills
- Have an overview of key project management concept discussing key concepts, terminology and role
- The project triangle
- The definition of the "project"
- The five-core PM-Initiating the project
- Creating a project charter and tying it to the business case

- Gathering and documenting requirements
- Setting customer, sponsor, and team member expectations
- Identifying the work
- Creating the work breakdown structure (WBS) based on the charter and product requirements
- Assigning ownership to tasks-estimating the work
- Discussing industry best practices for creating realistic estimates
- Scheduling the work
- Creating precedence (network logic) diagrams to show task dependencies
- Producing Gantt charts to graph project timelines
- Determining the critical path and calculating float
- Creating the budget
- Estimating and tracking personnel and (out of pocket) expenses
- Apply project management skills and initiating the project
- Discuss the origins of project management, PM techniques, PM associations and body of knowledge and the PMBOK 9 knowledge areas
- Recognize PMI certification requirements, project life cycle phases and their management
- Carryout project quality management, project risk management, project management skills and toolkit and planning tools & techniques
- Organize and administer tools and techniques as well as apply leadership tools and control tools and techniques
- Illustrate project work breakdown structure, task duration – pert method, forward and backward calculations, project network and project plan
- Apply bicycle puncture repair and tyre change planning as well as discuss schedules, committed cash flow and resource requirements
- Perform projected cash flow and baseline plan, organize and administer your project and review tender/contract clause coverage
- Carryout scope management, fill up scope change control form, identify some major causes of project failure or poor results and apply project risk management

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Category B of PMI's "**PDU Activity Reporting Form**". Hence what the delegates simply need to do is to complete this form (we can help our clients to do that) and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically award the delegates with 30 PMI PDUs after receiving our confirmation or once they see Haward's international-accredited certificate.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

Who Should Attend

This course provides an overview of all significant aspects and considerations of project management skills for those in-charge of projects such as senior planners, Level 2 planners, team leaders, managers, engineers and other technical staff.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Fee

As per proposal




Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

- 
USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Contents

- Project Management Skills
- Introduction to Project Management and Initiating the Project
- Course Schedule
- Course Outputs –Benefits to Learners
- PM Software and this Course
- Introduction to PM-What is a project?
- Origins of Project Management
- The Origins of PM and PM Techniques
- PM Associations and Body of Knowledge
- PMBOK 9 Knowledge Areas
- The Environment in which Projects Take Place
- Project Management
- The Environment in which Projects Take Place
- PMI Certification Requirements - PMP
- Project Life Cycle Phases and their Management
- Project Quality Management
- Project Risk Management
- Triangle of Forces
- Examples of Projects
- Project Management
- Project Management Skills
- Project Management Toolkit
- Planning Tools & Techniques
- Organising and Administration Tools & Techniques
- Leadership Tools & Techniques
- Control Tools & Techniques
- The Project: Objective & WBS
- Session Outputs – Benefits to Learners
- A “Small Project” Plan
- Project Management Toolkit

- Project Tools – Former Example
- A Project Definition
- Class Examples of Projects
- The Project Managers Job Description
- The Project Work Breakdown Structure
- The Project WBS – Its Uses
- The Project WBS & SOW
- The Project Budget
- The Project OBS: (Organization Breakdown Structure)
- Activities & Tasks
- Session Outputs –Benefits to Learners
- Activities Make Up a Project
- Activities from WBS
- Activity Work Content and Costing
- Task Duration – Pert Method
- Activities Data
- Determining Activity Data
- Project Networks
- Course Outputs – Benefits to Learners
- Networks for Activity Logic – Overview
- Networks for Activity Logic - Convention
- Common Network Errors
- Project Tools –Former Example
- Forward Calculations – Early Start Calculations
- Backward Calculations – Late Start Calculations
- Project Network – Float Calculations
- Project Network – Bar Chart
- Project Plan – Network Calculations
- Project Plan – Network Logic
- Bicycle Puncture Repair
- Tyre Change Planning
- Schedules, Committed Cash Flow, Resource Requirements
- Course Outputs –Benefits to Learners

- Project Schedules
- Resources Required
- Schedules: Resource Requirements
- Project Schedules: Resource Requirements
- Schedules: Committed Cash Flow
- Project Management
- Projected Cash Flow & Baseline Plan
- Course Outputs – Benefits to Learners
- Projected Cash Flow
- Base Line Plan
- Review Through Baseline Plan
- Course Outputs – Benefits to Learners
- Review Through Base Line Plan
- Project Management- Practical Exercise
- Organization & Administration of Your Project
- Outputs of Session
- Starting your Project
- Project Management Toolkit
- Organizing Tools & Techniques
- Most Important Communications
- Tenders / Contracts
- Tender / Contract Clause Coverage
- The Project OBS: (Organization Breakdown Structure)
- Organization for Projects
- The Matrix Organization
- Organization
- Administration
- Project Management: Practical Exercises
- Practical Project Control
- Outputs of Session
- Client Expectations
- Control Cycle
- Practical Project Control

- Project Management Toolkit
- Project Management: Practical Exercises
- Scope Management
- Outputs of Session
- Scope Change Control Form
- Project Management: Practical Exercises
- Project Chapter
- Project Management: Practical Exercises
- Advanced Project Management Topics and Common Causes of Project Failure
- Outputs of Session
- Other Project Management Topics
- Some Major Causes of Project Failure or Poor Results
- Risk Management
- Project Risk Management
- Risk Management Prioritizing
- Risk Management Plan Table
- Activity
- Risk Management Risk Response
- Activity
- Project Management: Practical Exercises
- Group Project
- Outputs of Session
- Practical Project
- Course Recap