



## CONSTRUCTION SECTOR: PM 100 – Project Management Tools & Techniques

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### Day 1

#### Project Management - Technical Skills

##### 1. Project Management Basics

- The NEED for project management
- What is a project?
- What makes a successful project?
- What is project management?
- The project management process

##### 2. Project Initiation

- Prioritizing your projects
- The project requirements
- Establishing the goals of the project
- Risks and constraints
- The project charter

##### 3. Project Planning

- Project scope and WBS
- Schedule
- Budget
- Human resources plan
- Risk management plan
- Communications plan
- Quality plan
- Procurement plan
- Project plan

##### 4. Project Execution

- Implementing the project plan
- Managing the team
- Measuring progress

##### 5. Project Control

- Monitoring the project against the plan
- Identifying deviations from the plan
- Taking actions to bring the project back on track

##### 6. Project Close-out

- Client sign-off
- Documentation
- Lessons learned

### Day 2

#### Project Management - Soft Skills

##### 1. The Project Manager

- What makes a successful project manager?
- Project manager vs. project leader
- Project manager's power and influence
- Responsibility, authority, accountability

##### 2. Managing High Performance Teams

- Defining the team structure
- Setting roles and responsibilities
- Selecting the right team members
- Managing the newly formed teams
- Team building
- Conflicts in projects
- Managing conflict in project teams
- Achieving high quality decisions
- Team communications
- Negotiation in projects
- Project leadership

##### 3. Project Management in Organizations

- Creating a project management process that works
- Managing by projects
- Incorporating project management in your business

##### 4. Resources for the Project Manager

- Project management software
- The Project Management Institute



**THE  
INSTRUCTORS**

All registered instructors are Senior Project Managers with gold seal certifications; each bringing with them a wealth of practical experience and knowledge to every workshop.

