



the Management Development Institute

business and management education since 1981

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Project Management: Advanced

Code: CT92-703

Duration: 1 day

Series: Project Management

Project management process

Understand the process
Initiating and planning
Executing and controlling a project
Closing and terminating a contract

Understanding integration and project planning

Elements of project integration
Elements of a project plan
Project plan logistics

Implementing the plan

Management plans
Implementation factors

Controlling change

Project change control
Methods of maintaining control

Contracts

Contracts and procurement variable
Types of contracts

Procurement planning

Purpose, Elements

Solicitation planning and selection Contract administration and close-out

By completing this course, participants will learn how to:

- ✚ Explain how project management is an integrative process. Initiate and plan a project. Execute a project plan, perform activities related to project execution and identify project areas that should be controlled. Identify the importance of closing-out a contract and describe ways and reasons of terminating a contract.
- ✚ Identify the components of the project integration variable. Identify the documents needed to develop a project plan. Include the appropriate information in a project charter and a project plan.
- ✚ Incorporate the management plans into an overall project plan. Recognise the importance of work authorization system and work outputs.
- ✚ Develop a good change control system. Identify the role of the change control board in controlling change.
- ✚ Identify the components of the contracts and procurement variable. Define the various types of contracts.
- ✚ Examine procurement planning and its role in project management. Identify factors that influence procurement planning.
- ✚ Plan to solicit contractors. Identify the role of negotiation in selecting contractors.
- ✚ Identify the elements of contract administration. Complete contract close-out responsibilities.

Prerequisites: Project Management: Intermediate or equivalent