



the Management Development Institute

business and management education since 1981

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Project Management: Essentials

Code: CT90-100

Duration: 1 day

Series: Project Management

Define the project

Project participants
Project objectives and planning

Activities and dependencies

Project activities
Sequence activities
Analyse activities
Estimate activities
Sequence dependencies

Project scheduling

Develop the project schedule
Techniques for schedule development
The CPM and PERT

Project change control

Define project change control

Financial issues

Estimate costs

Project performance

Measure project performance
Report project performance

By completing this course, participants will learn how to:

- ✚ Identify the participants in the project, the influence of stakeholders on a project, the objectives of the project, benefits of planning for a project, and project constraints.
- ✚ Identify project activities, create a work breakdown structure (WBS), recognise types of project activities, create a Program Evaluation and Review Technique (PERT) chart, analyse activities by creating an activity analysis form, estimate the time duration and cost of project activities, and identify the categories of dependencies and dependency relationships.
- ✚ Develop the project schedule by using CPM, PERT, project network diagrams, arrow charting, and Gantt charts, identify the benefits of CPM and PERT, the critical path, and the methods of duration compression.
- ✚ Define project change control and identify the steps in accommodating the changes in a project.
- ✚ Identify the importance of historical information, the pitfalls to avoid when completing project cost estimates, the importance of organisation's financial policy, the different types of cost, and the best use of available funds.
- ✚ Measure project performance by using various analysis methods, control project cost, identify performance, status, progress, close-out, and final project reports.

Prerequisites: None