



HIGH IMPACT PROJECT MANAGEMENT (PUBLIC TRAINING/WORKSHOP)

Course No.	PT-HI-Project-Management-JBD-Ver1B
Instructor	AAI Instructor
Descriptions	<p>This workshop will offer an overview and implementation of Project Management. The course is designed is based on the perspective of improving project delivery, which is one metric of a Project Management success; and practically it is an important measure. The industry that have implemented Project Management need to ensure the Project Management is providing expected results, and adding value to the business. This course will provide strategies and tactics to enable process improvement for a currently established project management procedure in the organization executing projects.</p> <p>The workshop shall provide the capabilities to the participants in determining how best to use the Project Management methodology for organization advantage, and how to develop and use a competency model for project professionals involving in the projects.</p> <p>Discover methods to implement the typical project management and the specific functions which should be performed as related to project implementation. Assess the maturity of your project management team and recognize its contribution to professional responsibility in project management.</p> <p>The workshop is built around a series of consecutive structured lectures, class exercises, and class discussions with the perspectives of project management. The scope of the course includes discussion of the components of the Project Management Knowledge including: recognize critical characteristics of a PM team to foster organizational success in implementing the projects, prevent runaway projects, conduct a project audit , perform a competency analysis, identify key roles and responsibilities in project implementation, prepare a Project Charter, conduct an project implementation assessment, establish metrics for gauging and monitoring performance, develop a project implementation plan, use the project management best practices to promote professional responsibility as related information technology projects.</p>
Objectives	<p>At the completion of the course participants shall benefit from the course such as:</p> <ul style="list-style-type: none"> • Gain an in-depth understanding of the Project Management Knowledge a well-designed in the project implementation methodology, and effectively shall have the capability to effectively implement the knowledge. • Understand the challenges which will be faced during construction



	<p>and project implementation, and how to address them effectively and efficiently.</p> <ul style="list-style-type: none"> • Learn how to evaluate key metrics of success during the project life cycle, and how to improve project results performance. • Gain thorough understanding and capability in: <ul style="list-style-type: none"> - Defining business requirement - Defining functional specifications - Defining test script and application test • Learn techniques to manage project portfolios more effectively. • Improve risk management strategies and tactics for addressing risk within the cycle of project processes such as: initiation, planning, execution, monitoring and control, and completion (closure). • Learn how best practices in project management are implemented, and which of the strategies and tactics may be right for participants from specific organization.
Target Audience	<ul style="list-style-type: none"> • University students, Professionals, Senior and Middle Project Managers with responsibility for the project execution, and Project Management team including Methodology and Functional Experts, Project Managers, and Project Coordinators. • Other Managers wishing to increase or update their knowledge of project management methodology functions and processes. • Others with an interest in improving project management results within their organizations, and who would benefit from an understanding of the project management knowledge as related to project implementation. Direct involvement in a particular project, either as a project manager or as a staff member, then this training becomes a recommended prerequisite.
Duration	2 Days
Date	TBD
Place	Sapphire Hotel BSD or else.
Cost	Please contact AAI office.
Course Contents and Descriptions	
1. The perspectives and overview of Project Management (PM) and PMBOK as Best Practice	<p>This part of the course shall describe the framework of Project Management (PM), and the operational needs of PM such as:</p> <ul style="list-style-type: none"> • Increased importance of the PM to organizations, and Definitions of PM. • Categories of PM functions. • To raise ability to apply Work Breakdown Structures (WBS) and network development. • To raise ability to apply methodology to obtain such as: <ul style="list-style-type: none"> - Defining business requirement



	<ul style="list-style-type: none"> - Defining functional specifications - Defining test script and application test • To train ability to identify potential problems and avoid them using troubleshooting techniques. • To escalate capability to track projects more effectively • To have proficiency in generating status reports that show top management where budgeting, scheduling and manpower trends are headed effectively. • To have capability in handling difficult personality clashes cope with tight schedules take on a real leadership role in the department. • Knowledge Areas in Project Management Book of Knowledge (PMBOK). • Core Functional Knowledge Area in PMBOK and Facilitating Functions in PMBOK.
<p>2. The application of Project Management Best Practices to Enhance Project Performance</p>	<p>The subject of the course shall highlight and identify key operational elements in the project management application in the projects implementation such as:</p> <ul style="list-style-type: none"> • Describing of each building block in PMBOK. • Establishing critical performance indicators. • Setting a baseline to monitor progress. • Determining views of success. • Establishing success indicators. • Preparing project evaluation structures.
<p>3. Coping with Runaway project</p>	<p>This part of the course shall describe aspects of runaway project and efforts as related to managing runaway project such as:</p> <ul style="list-style-type: none"> • Definition of a runaway project. • Conducting a project audit. • Preparing and implementing a recovery plan.
<p>4. Competency Model for Project Management Professionals</p>	<p>This part of the course shall describe on the competencies as required in executing and managing the projects such as:</p> <ul style="list-style-type: none"> • The importance of competency. • Methods to categorize project management skills. • Conducting a competency analysis. • Addressing significant issues. • Using the PM guidelines to ensure competency in project management.
<p>5. Project Management Maturity and the Project Management</p>	<p>This part of the course shall describe project management relation with the organization maturity level such as:</p> <ul style="list-style-type: none"> • The Definition of maturity. • Differences between mature and immature organizations.



<p>Knowledge Areas</p>	<ul style="list-style-type: none"> • Five maturity levels. • Performing an organizational project management maturity assessment. • Establishing metrics at each maturity level. • Focusing on continuous improvement as related to project management knowledge areas (scope, time, cost, quality, communication, human resources, risk, procurement, and integration management).
<p>6. The Essential Functions of PM</p>	<p>The subject of the course focus on the critical function of PM as related to project execution such as:</p> <ul style="list-style-type: none"> • Project coverage, operational unit, departmental, and universal. • Project-focused functions: augment, mentor, and consult. • Specific areas of direct assistance. • Enterprise-oriented functions: promote, archive, practice, and train. • Specific areas of performance.
<p>7. Project Management Methodology Implementation</p>	<p>This part of the course provides knowledge and the skills to the participants in implementing the PM, and developing capabilities as related to:</p> <ul style="list-style-type: none"> • Motivations, costs, and benefits. • Claims and Contract management. • Assessing the current project management practices. • Project or programs. • Division-level PM. • Enterprise-level PM. • Organizational structures and strategy. • Functional organization. • Project-oriented organization. • Matrix organization. • Use of virtual teams. • Guidelines for successful implementation. • PM implementation plan. • Effective deployment of the PM programs.
<p>8. Professional Code of Ethics and Responsibility in Project Management</p>	<p>This final part of the course shall provide and enlighten the participants with the standard code-of-conduct of profession as related to PM with the benefits to establish integral professional conducts and focuses on:</p> <ul style="list-style-type: none"> • Integrity and professionalism. • Project management knowledge base. • Individual competence enhancement. • Balancing stakeholder interests. • Personal, ethnic, and cultural differences.



Case Studies and Exercises	Case-based discussions will be conducted with topics related to the subjects of training, while for every chapter completed will be followed by comprehensive exercises focusing on the described subjects in the chapters.
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