

3-DAY PROJECT MANAGEMENT ESSENTIALS

ABSTRACT

After 15 years of successful delivery and with more than 12,000 successful participants, we have recently launched a new and improved version of this course.

Our 3-day Project Management Essentials course is designed to give new project managers and project team members the essential tools they need to deliver successful projects. We cover the complete project lifecycle: from initiating, through project planning and execution, to project close-out.

As well as great learning experience for an individual, this course is also suited for “jump-starting” an entire project team. Like our other courses, it can be customized to your organization’s environment.

LEARNING OBJECTIVES

This 3-day workshop will enable participants to:

- Use the terminology and processes of modern project management—project scope, time, cost, and communications management
- Prepare a Project Charter and Project Plan
- Facilitate team discussions in preparing project plans and in executing projects
- Utilize project management templates
- Value the benefits of a consistent project management method

FOR MORE INFORMATION, CONTACT:

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WHO SHOULD ATTEND

The Project Management Essentials course is appropriate for individuals who are:

- Responsible for managing smaller projects.
- Participants on a project team of any size, especially those who have not yet been exposed to the tools, techniques and terminology of formal project management.

PREREQUISITE

There is no prerequisite for this course. It functions as a stand-alone course

COURSE MATERIALS

Each participant will receive a course binder containing copies of presentation slides, case studies, exercises, and suggested solutions.

EXAM AND CERTIFICATION

Participants are expected to pass the end of the course test in order to receive a Certificate of completion

COURSE CONTENT

1. Introduction and PM Context
2. Initiating the Project
3. Planning the Project
4. Project Execution
5. Project Closure
6. Wrap-up/Mock/Close

