



The Project Professional Mini Master



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Introduction:

The Project Professional MBA is an intensive program designed to sharpen your management skills and focusing on current best practices in project management. Participants will cover management principles and the project life cycle, based on the best practices found in the Project Management

Targeted Groups:

- Program Managers
- Project Managers
- Business Planners
- Managers, Supervisors, and Team Leaders
- Technical Professionals and Engineers
- Members of Process Improvement Teams
- Administrators Responsible for Managing Projects
- Persons who want to extend their knowledge in project management

Course Objectives:

At the end of this course the participants will be able to:

- Establish and accomplish goals that are linked directly to stakeholder needs
- Manage and motivate people more effectively
- Understand and effectively utilize strategic planning techniques
- Use the Baldrige performance criteria as a standard of excellence and benchmark for their organization
- Create and harness the power of high-performance teams
- Utilize tried and proven project management tools to get the job done on time, within budget and accordance with requirements
- Work through a proactive approach to risk that will give you a clear understanding of both qualitative and quantitative risk analysis
- Consider methods for improving management performance
- Gain insights into the successful implementation of teams
- Study the techniques for strategic planning
- Develop negotiation skills
- Analyze the Baldrige Award criteria for excellence
- Examine the application of management best practices
- Understand various Project delivery systems
- Apply Advanced Scheduling techniques
- Develop a Project Control System
- Improve Managerial and Leadership Skills
- Handle proactive and reactive techniques for project management

Targeted Competencies:

- Management skills
- Project management
- Leadership skills
- Strategic thinking
- Strategic planning
- Negotiation skills
- Project Management

Course Content:

Unit 1: People Management:

- The importance of sociotechnical management
- Techniques for effective communication
- Motivating for results
- Enhancing your coaching skills
- Empowering employees for improved performance
- Characteristics of a successful manager

Unit 2: Leading Teams:

- Obtaining the benefits of teamwork
- Characteristics of ineffective teams
- Characteristics of effective teams
- Managing conflict in a productive manner
- Understanding team member styles
- Creating a virtual team

Unit 3: Strategic Planning:

- Analyzing the strategic planning process
- Achieving competitive advantage
- Utilizing dynamic SWOT analysis
- Focusing on vision and mission
- The importance of contingency planning
- Examples of strategic success and failure

Unit 4: Negotiating For Results:

- Gaining insight into the negotiating process
- Characteristics of an effective negotiator
- Developing negotiating strategies
- Employing persuasive negotiation techniques
- Achieving the benefits of effective negotiating
- Negotiation exercises

Unit 5: Operational Excellence:

- The Malcolm Baldrige quality award-standard of excellence
- Lessons from the best-performing companies
- Benchmarking your operation against the best
- Creating employee commitment
- Managing continuous improvement
- Creating the high performance organization

Unit 6: Foundations of Project Management:

- The Nature of Projects and Project Management
- Project/Program and Portfolio Management
- From Strategic Planning to Project Management
- Management Criteria versus Engineering Criteria
- The Project Life Cycle
- Managing the Triple Constraints
- Managing Project Risks
- Managing Stakeholders
- The Project Manager's Responsibilities and the Role of Senior Management
- Steps in Managing a Project
- The "Hard" Skills of Managing a Project
- The "Soft" Skills of Managing a Project
- Project Management Body of Knowledge PMBOK
- Project Management Maturity Level
- Typical Project Organization Structure
- The Project Management Office PMO Concept
- Basic Contract Types in Managing Projects
- The Generic Planning and Control Cycle in Project Management

Unit 7: Project Initiating, Planning and Scheduling:

- The Project Charter
- Stakeholder Identification
- The Imperative of Planning
- Planning Definition
- Project Planning Overview
- The Project Plan
- Developing the Mission, Vision, Goals and Objectives of the Project
- Basic Project Planning Steps
- Identifying Success Criteria
- Developing the Requirements
- Scope Definition
- Procurement Planning: "Make or Buy" Decision
- Defining the Work Breakdown Structure WBS
- The Organization Breakdown Structure OBS
- The Responsibility Assignment Matrix RAM
- Defining and Sequencing Project Activities
- Estimating Activity Resources and Durations
- Staffing Management Plan
- Scheduling the Project Work
- Estimating Costs and Determining Budgets
- The Performance Measurement Baselines PMB
- Communication Planning

- Quality Planning

Unit 8: Risk Management Planning & Control:

- Risk Management Overview
- Definitions of Certainty, Risk and Uncertainty
- Definition of Project Risks
- Definition of Risk Management
- The Primary Aspects of Risk Management
- Risk Management Planning Process
- Risk Identification
- Risk Assessment and Prioritization
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Issue Filtering
- Risk Avoidance Plans
- Risk Contingency Plans
- Risk Tracking and Reporting Approach
- Risk Management Organization and Responsibilities
- Risk Management Plan Documentation and Risk Database Preparation
- The Output of Risk Management Planning
- Risk Management Control Process
- Risk Avoidance Plan Implementation
- Risk Contingency Plan Implementation
- Risk Reports and Reviews
- Risk Activities Effectiveness Evaluation
- Risk Management Plan Updates
- Flow of Risk Management Planning and Control Responsibilities
- Risk Management Process Flow

Unit 9: Project Execution, Monitoring & Control:

- Directing and Managing Project Execution
- Monitoring Work Performance Information
- Managing the Project Team
- Managing Stakeholder Expectation
- Project Deliverables Tracking
- Project Control Definition
- The Objectives of Project Control
- Project Control Approach
- The Earned Value Management EVM Concept: An Integrated Project Control Approach
- Integrated Change Control
- Quality Assurance and Quality Control QA/QC
- Communication and Documentation Control
- Procurement Administration

Unit 10: Project Closure:

- Effective Project Closure
- Project Closure Objectives



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- Project Closure Plan
- Administrative Closure
- Contract Closure
- Project Closure and Contract Closure Interaction
- Lesson Learned
- Post-Project Evaluation
- Success Celebration