



Project Management Tools &
Techniques Training Workshop





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Introduction

Develop a solid foundation of project management tools and techniques with this comprehensive program. Discover a wealth of valuable, flexible, and easy-to-use tools and techniques that you can use immediately to help ensure the success of any project in any organization while understanding the importance of project management tools and techniques and recognizing the benefits they bring to successful project delivery.

Enhancing Project Management Skills: Tools and Techniques

The use of tools and techniques in project management is fundamental to the success of any project. Understanding the tools and techniques of project management is an integral part of the learning outcome for participants in this project management tools and techniques workshop.

Whether you are exploring a project management workshop near me or are interested in a project management conference, this hands-on workshop will elevate your competence using project management skills, tools and techniques. Dive deep into tools and techniques used in project management, and leave equipped with the foremost project tools and techniques for project management, applicable across a broad spectrum of industries.

Targeted Groups

- Head of Departments.
- Managers.
- Project Managers.
- Project Planning Staff.
- Project Management Staff.
- Professionals who want to gain excellent skills.

Workshop Objectives

At the end of this project management training workshop, the participants will be able to:

- Identify and prioritize project requirements to ensure successful delivery and stakeholder satisfaction.
- Apply best practices to successfully plan and run a project using proven project management processes.
- Implement risk management tools and techniques for identifying, analyzing, and developing strategies.
- Estimate resources and budgets and schedule task work and duration with confidence.

Targeted Competencies

At the end of this project management training workshop, the target competencies will be able to:

- Project management.
- Performing project scheduling.
- Developing project plans.
- Managing project budget.
- Developing project controls.
- Risk management.
- Cost management.

Conference Content:

Unit 1: The Framework of Project Management

- Choose the suitable project lifecycle model.
- Identify and analyze project stakeholders.

Unit 2: Project Management Processes

- Understanding what a process is.
- Project Management process groups.
- Project Management knowledge areas.
- Developing a project charter.
- Documenting the project scope.
- Developing a project management plan.
- Directing and managing execution.
- Monitoring and controlling work.
- Controlling change.
- Closing the project.

Unit 3: Tools and Techniques for Project Scope Management

- Scope planning.
- Scope definition.
- Developing the Work Breakdown Structure WBS.
- Scope verification.
- Scope control.

Unit 4: Tools and Techniques for Project Time Management

- Activity Definition.
- Activity Sequencing.
- Resource Estimating.
- Duration Estimating.
- Schedule Development.
- Schedule Control.

Unit 5: Tools and Techniques for Project Cost Management

- Cost estimating.
- Cost Budgeting.
- Cost Control.

Unit 6: Tools and Techniques for Project Quality Management

- Quality Planning.
- Quality Assurance.
- Quality Control.

Unit 7: Tools and Techniques for Project Human Resource Management

- HR Planning.
- Team Acquisition.
- Team Development.
- Team Management.

Unit 8: Tools and Techniques for Project Communication Management

- Communication Planning.
- Information Distribution.
- Performance Reporting.
- Managing Stakeholders.

Unit 9: Tools and Techniques for Project Risk Management

- Risk Management Planning.
- Identifying Risk.
- Qualitative Risk Analysis.
- Quantitative Risk Analysis.
- Risk Response Planning.
- Monitoring and Controlling Risk.

Unit 10: Tools and Techniques for Project Procurement Management

- Procurement Planning.
- Contract Planning.
- Solicitation.
- Vendor Selection.
- Contract Management.
- Contract Closure.