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Project Management Skills & Best Practices

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Milan (Italy)

Project Management Skills & Best Practices

Program Overview

In this program you will learn about...
  You will learn how to and step-by-Step methods for: Managing your Projects, Programs and Project Portfolios.
  This is not a hands-on computer training - computer tools and implementation issues are discussed during the program - using both MS Project and Primavera.
  Want to quickly become productive and empowered with the best practices in project supervision, planning or management section - this program is for you!

Program Content

1. Problems on International Projects
2. Project Objectives
     1. Meeting Project Objectives
     2. Meeting Organizational Strategic Objectives through your Project
     3. Corporate Social Responsibility
     4. Developmental Objectives
3. Project Scope Definition & Management
     1. WBS
     2. Deliverables
     3. Tasks
     4. Relationships
     5. Tools for Scope Definition & Management
4. Project Resource Identification & Management
     1. Material Resources
     2. Equipment Resources
     3. Manpower Resources
     4. Knowledge Resources
5. Project Estimating & Cost Management
     1. Work Methods
     2. Productivity
     3. Estimates
     4. Cost Control
     5. Cost Contingency Planning
     6. Early Warning Systems
6. Project Scheduling & Time Management
     1. Priorities
     2. Task Assignment
     3. Teams
     4. Contingency Plans
7. Project Risk Identification, Contingency Planning & Risk Management
     1. Risk Identification
     2. Risk Control
     3. Risk Management Plan
     4. Contingency Plans

8. Project Quality Control & Quality Assurance Management
    1. Quality Control Plan
    2. Quality Assurance Plan
9. Project Procurement Management
    1. Long Lead Time Items
    2. Regular Procurement Plan
    3. Procurement Monitoring
    4. Procurement Early Warning System
10. Project Human Resources Management
11. Project Communications Management
12. Project Contract Administration & Disputes Management
13. Program Management (Group of Related Projects)
14. Portfolio Management (Multiple Projects & Programs)
15. Building Project Knowledgebase