

MODULE 1 | **INTRODUCTION TO PROJECT & PROJECT MANAGEMENT**

WHAT IS A PROJECT?
WHAT IS PROJECT MANAGEMENT?
THE RELATIONSHIP BETWEEN TIME, QUALITY, AND COST
TYPES OF PROJECTS
PROJECTS AND STRATEGY
PROJECT SUCCESS FACTORS
PROJECT LIFECYCLE

MODULE 2 | **PROJECT SELECTION & FEASIBILITY ANALYSIS**

FRAMEWORK FOR PROJECT SELECTION/ FEASIBILITY
BASIC APPROACHES TO PROJECT SELECTION
THE FEASIBILITY STUDY
PAYBACK PERIOD
NET PRESENT VALUE
DISCOUNTED PAYBACK PERIOD
INTERNAL RATE OF RETURN

MODULE 3 | **PROJECT PLANNING**

INTRODUCTION
PROJECT CHARTER
PROJECT SCOPE STATEMENT
SCOPE MANAGEMENT PLAN
WORK BREAKDOWN STRUCTURE
COST BREAKDOWN STRUCTURE
PRODUCT BREAKDOWN STRUCTURE
RESPONSIBILITY ASSIGNMENT MATRIX
PROJECT COMMUNICATION PLAN
PROJECT EVALUATION PLAN

MODULE 4 | **PROJECT SCHEDULING**

COMPONENTS OF PROJECT SCHEDULING
CRITICAL PATH METHOD
PROGRAM EVALUATION AND REVIEW TECHNIQUE
GANTT CHART
RESOURCE LEVELLING
AGILE SCHEDULING

MODULE 5

PROJECT PEOPLE MANAGEMENT

PROJECT ORGANISATION STRUCTURE
PROJECT MANAGEMENT OFFICE
PROJECT MANAGER
PROJECT STAKEHOLDERS
FORMING THE PROJECT TEAM
PROJECT TEAM EFFECTIVENESS
STAGES IN PROJECT TEAM DEVELOPMENT
CONFLICT MANAGEMENT
CONTROLLING THE PROJECT TEAM
PROJECT LEADERSHIP

MODULE 6

PROJECT PROCUREMENT

PROJECT PROCUREMENT PROCESS
PROCUREMENT PLANNING
SUPPLIER SELECTION
PROCUREMENT ADMINISTRATION
CLOSING PROCUREMENT

MODULE 7

PROJECT COST MANAGEMENT

PROJECT COST MANAGEMENT COMPONENTS
PROJECT COST ESTIMATION
PROJECT BUDGETING
PROJECT COST CONTROL

MODULE 8

PROJECT QUALITY MANAGEMENT

PROJECT QUALITY MANAGEMENT PROCESS
QUALITY DEFINITION
QUALITY ASSURANCE
QUALITY CONTROL

MODULE 9

PROJECT RISK MANAGEMENT

RISK MANAGEMENT PROCESS
RISK IDENTIFICATION
RISK ASSESSMENT
RISK RESPONSE
RISK MONITORING

MODULE 10

PROJECT TERMINATION/ CLOSURE

- PROJECT TERMINATION PROCESS
- COMPLETING THE PENDING WORKS
- CLIENT ACCEPTANCE & PROJECT HANDOVER
- PROJECT DOCUMENTATION
- PROJECT CLOSURE REPORTS