



Project Management Essential

(Full Program)

In year 2020

Project management is a set of techniques that anyone can apply to achieve goals and make projects more successful. It can be used to guide small, simple projects as well as complex enterprise-wide initiatives. In this program, we will explain the fundamentals of project management, and provides tips for communicating, holding meetings, keeping a project on track, and gaining customer acceptance.

Program Outlines: -

<p>Project Management Essential – Module 1 (Overview)</p> <ul style="list-style-type: none"> • Introduction and Objectives 	<p>Project Management Essential – Module 2.1 (key concepts)</p> <ul style="list-style-type: none"> • What is a Project? • What is Project Management? • What is a Project Manager?
<p>Project Management Essential – Module 2.2 (Key Concepts)</p> <ul style="list-style-type: none"> • About the Project Management Institute (PMI) • The Five Process Groups • The Nine Knowledge Areas • The Triple Constraint 	<p>Project Management Essential – Module 3.1 (Initiation)</p> <ul style="list-style-type: none"> • Identifying Your Stakeholders • Assessing Needs and Wants • Setting a SMART Project Goal • Creating Requirements and Deliverables
<p>Project Management Essential – Module 3.2 (Initiation)</p> <ul style="list-style-type: none"> • Creating a Statement of Work • Completing the Project Planning Worksheet • Completing the Project Charter 	<p>Project Management Essential – Module 4.1 (Planning)</p> <ul style="list-style-type: none"> • Managing Expectations • Creating a Task List • Estimating Time • Estimating Resources • Estimating Costs

<p>Project Management Essential – Module 4.2 (Planning)</p> <ul style="list-style-type: none"> • Building the Work Breakdown Structure • Creating the Schedule • Creating a Risk Management Plan • Creating a Communication Plan 	<p>Project Management Essential – Module 4.3 (Planning Tools)</p> <ul style="list-style-type: none"> • The Gantt Chart • The Network Diagram • Using an EXCEL • Going the Extra Mile: Microsoft Project
<p>Project Management Essential – Module 5 (Executing)</p> <ul style="list-style-type: none"> • Establishing Baselines • Monitoring Baseline Variances • Schedule Reduction Methods 	<p>Project Management Essential – Module 6 (Monitoring and Controlling)</p> <ul style="list-style-type: none"> • Making the Most of Status Updates • Managing Change • Monitoring Risks
<p>Project Management Essential – Module 7 (Closing)</p> <ul style="list-style-type: none"> • Preparing for Closeout • Celebrating Successes • Learning from Project Challenges • Scope Verification • A Final To-Do List 	<p>Project Management Essential- Module 8 (Moving On)</p> <ul style="list-style-type: none"> • Put it Into Practice • Common Issues during applying the concepts

This program is specially designed for Entrepreneur, Business Owner, Project Engineer, Project Manager, and anyone who need to manage projects in their daily tasks.

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