



INTRO TO PROJECT MANAGEMENT

“The Road to Project Management Excellence”

According to the Project Management Institute (PMI), the demand for Project Managers are set to explode by 89% by the year 2020 which translates to nearly 88 million project-oriented job roles. With this forecasted demand, it is also expected that the bar standard for Project Managers will get higher to weed out those who are not up to the task. Gone are the days where one is recognized as born into the job.

The **Intro to Project Management** course is designed to groom the aspiring project managers up to the global standard. In this 2-day course, participants will be familiar with and will appreciate the roles and responsibilities of a project manager. The course will also guide you through the essentials of each project phase starting from initiation, planning, execution, monitoring until closing including the tools and the right phases to use them.

-  OCT 19 - 20, 2017
-  2 DAYS
-  MAKATI CITY

Learning Objectives

- At the end of the training, participants are expected to:
- Establish a common vocabulary and understanding of basic Project Management terms and concepts as in PMBOK® Guide
 - Describe the purpose, inputs, and outputs of the processes in each of the five Process Groups: Initiating, Planning, Executing, Monitoring and Controlling, and Closing
 - Demonstrate a clear understanding of what activities, tools, & techniques, are necessary in each phase of a project lifecycle

Benefits

- Understand the value of project investments through stakeholder analysis and project scoping
- Anticipate project problem areas by knowing the areas to manage during project execution
- Correctly assess and define the metrics to determine project success or failure
- Learn to utilize project resources efficiently through developing a project schedule and budget

Target Audience

- Project Officers
- Project Team Members
- Software Developers
- Project Implementation Officers
- Project Management Beginners
- IT Professionals
- Anyone looking to develop a career in Project Management



Key Clients



Agenda

DAY 1

- **The Project Management Framework (based on PMBOK® Guide 5th Edition)**
- **Initiating a Project**
 - Stakeholder analysis
 - Power/Interest Grid (PIG Matrix)
 - Business Case
 - Initially scoping the project
 - High-level WBS (Work Breakdown Structure)
 - Project Charter
- **Planning a Project (1)**
 - Goals, Objectives, and Approach
 - Requirements
 - Assumptions and Constraints
 - Defining and refining the scope
 - Refined and decomposed WBS (Work Breakdown Structure)
 - Developing the Project Schedule and Budget

DAY 2

- **Planning a Project (2)**
 - Developing other Facilitating Plans
 - Project Management Plan
- **Executing a Project**
 - Areas to manage during Execution
- **Monitoring and Tracking a Project**
 - Areas to track for the duration of the Project
 - Tracking progress with the use of Milestones and Earned Value (EVA)
 - Reporting the project's status and performance using RAG
- **Closing the Project**
 - Administrative close-out of the Project
 - The Project Closeout Report (PCR)

Trainer's Profile



The trainer has 14 years experience in Project Management and Business Analysis and has conducted technical and professional development courses in Software Engineering, Software Testing, Software Quality Assurance, Project Management, Capability Maturity Model Integration (CMMi), Organizational Change Management, Metrics Management/ Project Scope, Cost and Time Budgetin, and Agile Methodologies to name a few. She provides oversight on the custom development of applications for the insurance industry and customization of manufacturing ERP software utilizing the service oriented architecture model.

Materials



TRAINING MANUAL



QRP



CERTIFICATE



SOFT COPY DOWNLOAD



CASE STUDIES

Training Highlights

EXPERT FACILITATOR

The program is facilitated by one of the leading consultants with years of experience in consulting and training in various industries, giving the participants the advantage to tap on his extensive experience to solve practical problems in their current environment.

INTERACTIVE LEARNING

From face-to-face interaction to modules and workbooks, the training is an instructor-led course with a combination of presentation modules and interactive sessions with participants, allowing mindshare to proactively address specific needs and issues in their own environment.

UP-TO-DATE INFORMATION

Provides the latest updates on best practices from industries across the globe with case studies and practical information acquired from the training and resources of our trainer.

TRAINING PACKAGE

We provide high quality and well-researched training materials to make learning a meaningful experience for the participants. The training aids we provide to our participants are used as a quick reference resource for future use.

About APEX Global

APEX Global (The Academy for Professional Excellence) is the learning solutions arm of ECCI—the leading process improvement solutions provider in Southeast Asia. Our sole aim is to promote performance excellence among professionals. We help our customers achieve greater success through effective, experiential and results-oriented training delivery. Our professional development solutions cover Trainings and Conferences, Managed Services and Learning on Demand. We organize public trainings and in-house workshops tailored for specific organizations. We help companies manage their non-core yet critical training function through end-to-end training management - starting from planning and needs analysis to program evaluation and records management. The Learning on Demand products we offer provide convenient and innovative ways for learning.

Applying the experience of training over 100,000 professionals in the last decade, a strong pool of expert trainers and facilitators with expertise in a niche array of domains and a strong regional presence, we provide an extensive portfolio of high-quality industry specific and functional programs coupled with high quality training materials to deliver our ultimate "promise"—the R.E.A.L. learning experience.



About ECCI

ECCI is the leading process improvement solutions provider in Southeast Asia, focused on process consulting, automation solutions and learning outsourcing services. We help companies achieve performance excellence by assisting them implement management systems and international standards/best practices across multiple domains and industries.

Our partnerships with best-in-class technology companies help drive sustained excellence for our customers. As a solutions provider with instructional design capability and subject matter expertise in niche areas, we help organizations implement learning strategies and design learning content for improved performance.

