

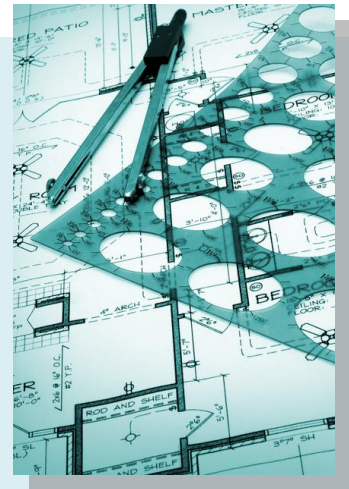
# Project Management Tools & Techniques

## *Course Description*

Take your first step towards being a Project Management Professional with the PM Tools and Techniques Course.

This course is presented against the global benchmark Project Management Institute (PMI®) standards of accreditation.

It will equip you with a toolset of essentials required to establish, audit or mature your own Project Management System and environment. These materials have been trialed and tested and tailor-made to suit your needs.



## *Some of the Skills you'll gain*

- Define the scope of a project
- Organise a Project Team
- Fundamental Principles and Project Management Tools to plan, schedule and control a project
- Manage a project by results rather than by activities
- Understand the Methodologies of Project Management
- Understand Project Management terminology concepts and definitions
- Manage Key Project Success and Failure Factors within a Project Environment
- Organise skills and process to delegate and manage time efficiently

## *Course Content*

- Introduction to Project Management, the project scope and planning milestones
- Organising and coordinating the project
- Risk Analysis and estimating costs
- The Work Breakdown Structure (WBS) and activity lists
- The Gantt chart, PERT charts and critical path analysis
- Resource, cost and cash flow analysis
- Project Monitoring and Controlling (time and cost)

## *Who Should Attend?*

- Project Administrators
- Junior Project Managers
- Project Team Members
- Project Support Members

**PMI Accreditation:**  
24 Contact Hours and Certificate  
of Attendance

**Course Duration:** 3 Days

## *Also included in this course ...*

### **An introduction to the nine project management knowledge areas:**

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management
- Procurement Management

## *Course Level*

Beginner to Intermediate

Specialised Management Group is a Globally Registered Education Provider and this course has been accredited by the Project Management Institute (PMI®), benchmarked with the very best universities worldwide. The Project Management Institute® is the world's leading association for the project management profession. PMI® credentials are globally recognised and prove your level of education and experience in project management. PMI®'s certification validates your knowledge of project management processes and terminology. This will allow you to gain boost your employability across all industries and increase earning power.

