

Project Management

DESCRIPTION:

As a project manager you need to handle many things at once; people, stakeholders, resources, budget, assistants, technical issues. In addition, knowing how other teams are doing is essential so you don't fall behind. It is a juggling activity and as such requires a well-practiced skill. New project managers must be systematically thought on best practices and established management techniques. In this course, you will understand the role of project manager as a broker of information. The emphasis here is on the day-to-day running of a project.

OBJECTIVES:

Upon completion of this program you will be able to:

- Understand how to apply the project management techniques to your organization
- Learn the skills of a successful project manager quickly and efficiently.
- learn how to manage time, resources, cost, risk and quality using a variety of practical hands-on exercises
- Apply the discussed techniques to a particular project in your respective office.



TRAINING CODE:

PRMHR 15

DURATION:

15 Hours

MODE OF DELIVERY

- Presentations
- Group discussions
- Role-playing
- Self-assessing exercises

DESIGNED FOR:

This course is suitable for

Level 02,03 & 04

OUTLINE:

- Introduction to Project Management
- Project Life Cycle
- Gantt Charts
- Work Breakdown Structure
- Critical Path Analysis
- Communication Plan
- Risk Management
- Documentation and Handling Issues
- Closing Projects

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