



INTRODUCTION TO STRATEGIC PROJECT DESIGN AND MANAGEMENT TRAINING

Managing a project effectively is not an event, but a process. This training shows you how to get a project off the ground, manage the inevitable uncertainties that crop up along the way, organize information, and communicate effectively about it. You will learn how to monitor each project effectively, provide progress reports, hold review meetings, and keep to schedules. You'll also learn how to control costs, avoid unwanted expansion boundaries, and manage the risk of veering off course.

This training will show participants how to conceive, plan, implement, monitor, and complete the complex projects that are today's pressing workplace priorities. Each of the modules simplifies the how-tos and whys of project design and management and provides useful guidelines.

A crucial phase in the effective management of any project is the close-down, or conclusion. At the end of the course, participants will develop an understanding of the benefits or a thorough plan for closing each project, how to create one, and how to allocate resources for it.

WHO SHOULD ATTEND

The training is meant for project managers, government officials, CBO operatives, NGO employees, UN Staff and anyone involved in project management activities

TRAINING DURATION

10 Days

TRAINING OBJECTIVES

By the end of the course participants will be able to:

- Explain their expectations for successful projects and develop means of implementing them through improved planning, communication, and project monitoring.
- Describe tools and methods that can be used to better understand the community they serve.
- Work through the steps of project planning, develop a potential project for their community, and learn a process they can replicate with their communities.
- Develop a plan for how they will apply the skills and knowledge learned in the course to their jobs and share them with others.

BENEFITS

Participants will be equipped with strategies on how to plan, manage, and succeed in the process. It provides a wealth of effective strategies that will help participants rise to the occasion of each new project and conquer it not by working longer hours, but by working smarter.

TRAINING CONTENT

Module 1: Introduction to Strategic Project Design and Management

- Introduction
- Project versus Process
- Project Characteristics

- Historical overview of project management
- Project management and process management
- Project Management vs. General Management
- Assignment

Module 2: Project Organization

- Introduction
- Functional Organization
- Production Organization
- Matrix Organization
- Advantages and Disadvantages of Pure Matrix Form of Organization
- Modified Matrix Structures
- Pure Matrix Organization Structure
- Project Organization and Responsibilities
- Selection of Project Organization Structure
- Work Breakdown Structures (WBS)
- Assignment

Module 3: Project Scope and Estimation of Times and Cost

- Introduction
- Project Kick-Off Meeting
- Project Scope Management
- Activity Resource Estimating
- Project Time Management
- Cost of the Project
- Components of Capital Cost of a Project
- Order of Magnitude Estimate
- Assignment

Module 4: Project Planning and Scheduling

- Introduction
- Project Scheduling
- Scheduling Techniques
- Developing a Project Network
- Plan Activity-On-Arrow Network techniques
- Time Calculations
- Assignment

Module 5: Progress and Performance Measurement

- Introduction
- The Project Control Process
- Performance Indicators
- Project Monitoring, Evaluation and Control



- Assignment

Module 6: Project Risk Management and Management (PRAM)

- Introduction
- Why Risk Management is Important to a Project
- Benefits of using Project Risk Analysis and Management
- When to use Project Risk Analysis and Management
- Who should do Project Risk Analysis and Management?
- Techniques and Methods for Project Risk and Management
- Assignment

Module 7: Documentation, Audit, Termination, and Closure

- Introduction
- Project Documentation and Audit
- Project Termination and Closure
- Celebrating and Thanking
- Assessment of Project Management in Participants' Organization
- Final Examination
- Participants Evaluation of Course/Feedback

CUSTOMIZED TRAINING

This training can also be customized for your institution upon request. You can have it delivered your preferred location.

For further inquiries, please contact us on details below:

Tel: **+254 (0) 739167709.**

Email: training@versedpro.com

REQUIREMENTS

Participants should be reasonably proficient in English.

TRAINING FEE

The course fee covers the course tuition, training materials, two break refreshments, lunch, and study visits.

All participants will additionally cater for their, travel expenses, visa application, insurance, and other personal expenses.

ACCOMMODATION

Accommodation is arranged upon request. For reservations contact us below.

Email: training@versedpro.com

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Tel: **+254 739 167 709**

E-mail: training@versedpro.com

inquiries@versedpro.com

Twitter: @VersedPro

Facebook: Versed Professional Services

LinkedIn: Versed Professional Services

Website: www.versedpro.com



PAYMENT

Payment should be transferred to Versed Professional Services account through bank 7 days before commencement of training.

Send proof of payment to training@versedpro.com

CANCELLATION POLICY

- All requests for cancellations must be received in writing.
- Changes will become effective on the date of written confirmation being received.
- The appropriate cancellation charge will apply based on the cost of your booking, as shown below.
- In the event of an individual named on the booking form cannot attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the course date and an administration fee of \$ 34 plus VAT has been paid.

COURSE PROVISIONS

- Accommodation and travel are the responsibility of the candidate.
- A buffet lunch and two teas are provided on all full day courses during training dates unless otherwise stated. The cost is included in the price quoted. Any special dietary requirements need to be notified in writing to VPSL in advance before commencement of the training

FORCE MAJEURE

- Versed Professional Services Limited shall not be liable to refund of fees or for any other penalty should courses be canceled due to war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.

REGISTRATION LINK

<https://versedpro.com/index.php/training-events/project-management-monitoring-evaluation-training/strategic-project-design-and-management-training-4i-5/individual-registration>