



Institute for Capacity Development (ICD)

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Project Management Skills for Non-Project Managers

Course Objectives

On Completion of the course, participants should be able to:

- Define differences between Project and Line Management
- Create a Project Initiation Document
- Break a project down into a series of dependant tasks
- Identify the Critical Path through a project
- Create a Gantt Chart Schedule
- Identify project Risk and Mitigating actions
- Control a project and handle requests for change
- Close down the project and extract “lessons learnt”

Target Groups

- Managers,
- Quality control inspectors
- Management analysts
- Management auditors
- Project Secretaries
- PAs
- potential Project Managers,
- Work Stream Leaders
- Team Members

Course Outline

- General Management Skills and Principles
- What is Project Management?
- Why is Project Management Important?
- The Project Management Framework
- Building an Effective Project Team
- Defining Project & Program Boundaries
- Project Scope Definition
- Planning the Project Work Scope
- Project Planning
- Project Monitoring & Control
- Fundamental Project Management Skills
- Scheduling & Estimating
- Risk Identification & Mitigation
- Project Costing & Budgeting

- Working with a Project Team & Getting Commitment
- Team Leadership and Managing Conflict
- Critical Path Planning
- Work Breakdown Structures (WBS)
- Project Tracking & Status Reports
- Using Project Tools for Maximum Efficiency
- Database Management
- Action Planning

Dates: 14th – 25th August 2017

Duration: 2 weeks

Course Costs: US\$3150

Venue: Windhoek, Namibia