



# Institute for Capacity Development (ICD)

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## Advanced Project Management

### Course Objectives

#### On Completion participants should be able to:

- Discuss and explain the appropriateness of the various organizational structures
- Supervise and monitor a project team
- Report progress on a project
- Set up, run and close a project
- Undertake and management activities from start to finish of a project
- Check and verify that a project environment is established
- Evaluate, record and consolidate lessons from project experiences
- Identify and recognize potential risks that could affect project performance
- Development of risk management statements and plans
- Monitor and control of project risks

#### Target Groups

- Senior Project Executives,
- Project Executives,
- Project Managers, and
- Project Finance executives and managers and field officers

#### Course Outline

- Management skills overview
- Project processes and procedures
- Project delivery strategies
- Methods and techniques for recommend issues to high authorities
- The nature and scope of a project
- Instruments for measure project environment
- The flow path of report documentation
- Communication methods and techniques
- Principles and techniques for general supervision of people
- Project organizational structures – advantages and disadvantages of each type
- Project plan and control tools and techniques
- Communication and report methods and techniques
- Quality management principles and benefits, methods and techniques
- Need for and benefit of project risk management
- Risk management processes, tools and techniques
- Risk Project Mitigation and Systems management

- Principles and methods for communicate with team members
- Leadership and Integration
- Multi-Project Portfolio Management
- Application of Project Software in Management
- Database Management
- Action planning

Dates: 17<sup>th</sup> – 28<sup>th</sup> September 2018

Cost: US\$3250

Duration: 2 weeks

Venue: Windhoek, Namibia