



Institute for Capacity Development (ICD)

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Project Management Fundamentals

Course Objectives

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

- Define the terms project and project management
- Prioritize projects
- Conceptualize their project, including goals and vision statements
- Use a target chart and other planning tools
- Complete a Statement of Work
- Break a project down into a series of dependant tasks
- Create a Gantt Chart Schedule
- Identify project Risk and Mitigating actions

Target Groups

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

Course Outline

- General Management Skills and Principles
- An Overview of Project Management
- The Role of the Project Manager
- The Benefits of Projects

- Building an Effective Project Team
- A Project's Life Cycle
- Planning the Project
- Project Planning Worksheet
- Developing a Mission, Vision, Goals, and Objectives for the Project
- Using the Work Breakdown
- Structure to Plan a Project
- Scheduling Project Work
- Producing a Workable Schedule
- Project Control and Evaluation
- Defining Projects and Project Management
- Selling a Project
- The Priority Matrix
- Using a Target Chart
- Preparing Your Project
- Laying Out the Project
- Risk Identification & Mitigation
- Project Costing & Budgeting
- Project Tracking & Status Reports
- Action Planning

Dates: 13th – 24th February 2023

Duration: 2 Weeks

Course Costs: US\$2850/delegate

Venue: Windhoek, Namibia