



## **AMGI MANAGEMENT GROUP INC.**

### **INTRODUCTION TO PROJECT MANAGEMENT**

#### **Module 1. What is project management?**

- Why manage?
- The basic principles of project management
- Organizational structures
- Management of performance, the direct line to success; the tie between customer and supplier
- What is a project?
- Project management as a function
- Life cycle of a project

#### **Module 2. How to manage a project?**

- A four-step process
- Defining a project
- Planning a project
- Monitoring a project
- Leading the project team
- Program versus project management

Self-learning exercise

### **DEFINING A PROJECT**

#### **Module 3 Project Definition**

- An important stage
- Difficulties encountered in defining a project

#### **Module 4. Project Definition Process**

- Analyze the mandate
- Draft the mandate and have it approved

#### **Module 5 Project management tools**

- The mandate definition grid
- The risk analysis grid

Self-learning exercise

### **PLANNING A PROJECT**

#### **Module 6. Planning a Project Definition**

- The importance of planning

#### **Module 7 Planning Process**

- How to start up and plan a project



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- Setting up a monitoring strategy and system

### **Module 8 Project tools**

- Work Breakdown Structure (WBS)
- The Gantt chart
- The action plan
- The PERT plan
- The resources utilization plan
- Contingency plans
- Time management tools

Self-learning exercise

## **MONITORING A PROJECT**

### **Module 9 Monitoring a Project Definition**

- Carrying out plans

### **Module 10 Monitoring a Project Process**

- How to monitor a project
- Working out a monitoring strategy and monitoring system
- Gathering and distributing project information
- Producing status reports

Self-learning exercise

## **LEADING A PROJECT**

### **Module 11 Developing and Managing Working Procedures**

- During the project
- How to proceed

### **Module 12 Project leader Requirements**

- Evaluating the project leader
- The profile of a project leader
- Rational and intuitive thinking

### **Module 13 Project Leadership Skills**

- Team building: the basics
- Leadership: Exploring various Leadership models and role alignment
- Meetings
- Negotiation

Self-learning exercise