

# EFFECTIVE PROJECT MANAGEMENT



Upon completion of this course, learners are able to:

1. Develop & drive medium scales project plans based on assessments of objectives, scope requirements and potential interdependencies with other projects aligned to business goals.
2. Deploy appropriate methodologies and tools in project management based on assessment of project priorities within cost & timescale.
3. Allocate resources effectively to support project completion based on assessment of project priorities within cost & timescale.
4. Setup timely touch-points to engage all stakeholders that impact or are impacted by the project process and outcomes using engagement techniques.
5. Identify risks to success of projects and develop mitigation plans.
6. Investigate project exigencies and address their root causes

## Learning Objectives

## Duration

2 days | 8.30 am ~ 6.00 pm | 16 hours

## Who should attend

Adult learners whose primary job may not be project management but manage projects on an informal basis.

The learner should be assuming a position at or below supervisory level in an organization and able to:

- Communicate ideas and information to others.
- Solve problems using logical thinking process.
- Collect and organize information to review data critically.
- Plan activities to complete work activities.
- Receptive to learning and willing to apply it at workplace.

## Course Fees

\$725.94 (SDF funding & SkillsFuture Credits applicable)

All fees stated are inclusive of Registration Fee and 9% GST

## Award of Certificate

Participants who have attended at least 75% of the course and successfully passed the course Assessment can download their SkillsFuture digital Statement of Attainment (SOA) from MySkillsFuture portal.



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## Course Contents

1. Develop & drive medium scales project plans based on assessments of objectives, scope, requirements and potential interdependencies with other projects aligned to business goals.
  - K2 - Steps to align project and business goals.
  - A2 - Develop realistic project plans based on assessments of project objectives, scope, and potential interdependencies with other projects.
  - K1 - Scoping and requirements of medium sized projects.
  - A1 - Scope and drive completion of medium scale projects
2. Deploy appropriate methodologies and tools in project management to effectively achieve project outcomes.
  - A3 - Implement appropriate methodologies and tools to achieve desired outcomes effectively.
3. Allocate resources effectively to support project completion based on assessment of project priorities within cost and timescale.
  - K5 - Effective resource allocation
  - A7 - Allocate resources to different parts of the project based on an assessment of project priorities.
  - A8 - Coordinate the completion of project deliverables within agreed cost, timescale, and resources.
4. Setup timely touchpoints to engage all stakeholders that impact or are impacted by the project process and outcomes using engagement techniques.
  - A6 - Set up timely touchpoints to engage internal and external stakeholders that impact or are impacted by the project process and outcomes.
  - K4 - Project stakeholder engagement techniques.
5. Identify risks to success of projects and develop mitigation plans.
  - K3 - Potential project risks
  - A4 - Pre-empt risks to success of projects and develop plans to mitigate them.
6. Investigate project exigencies and address their root causes.
  - A5 - Investigate project exigencies, identify, and address their root causes.



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or QR Code for soft copy and updated training schedule

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~ Individual membership

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