



**PAN AFRICA SKILLS
& CONSULTING LTD**

International Diploma

in

Project Leadership & Management

This is a practical, interesting Program explaining and teaching how to successfully lead and manage a wide variety of projects, and how to ensure that the project goals - the “deliverables” - are achieved efficiently and professionally.



This excellent Program provides professional training for modern project leaders and managers, through each phase in the life-cycle of projects: conception, initiation, planning, implementation, organisation and control, and project closure. It also covers the formation, training, supervision and control of project teams, and relations with team members. Uniquely, the Program also covers rural development and humanitarian projects, the outsourcing of projects or parts of them to external parties and project management experts, and how to establish and grow a project management business which can carry out projects on behalf of clients.

Course Outline

Module 1: Principles & Practice of Project Management

- Types and features of projects: uniqueness, timescale, budget, resources, risks, beneficial change, deliverables.
- Project parameters: scope, time, quality, costs.
- Project aims and objectives, project stakeholders.
- Project professionals: personality, character, abilities, skills, communications, time management.

Module 2: Project Personnel and Teams

- Duties and responsibilities of project leaders and managers.
- Roles of project team members, sponsor, board, executives, administrator/co-ordinator, business analyst.
- Project teams and teamwork: functional and matrix, contracts, diversity of team members, building unity.
- Team objectives, motivation, brainstorming, meetings, briefings.

Module 3: Project Planning and Organisation

- Project life-cycles and phases.
- Project documentation: charter, scope, budget, business requirements, roles, governance, communication.
- Project organisational structure: organisation charts, contractors, sub-contractors.
- Work breakdown structure, work packages, control of costs and work sequence.

Module 4: Project Cost Estimating and Budgeting

- Project cost management: estimating, direct and indirect costs/overheads, hidden costs.
- Cost planning, financial planning, cost baselines, advance or early payments.
- Creating a project budget: stages, quantifying expenses, schedule, risk management.
- Quality control planning and acceptance planning: specifications, criteria, types of testing.

Module 5: The Project Schedule and Project Tools

- Tasks and schedule dependencies: planning dependencies, assigning resources.
- Schedule development: activities: defining, sequencing, durations.
- Critical path methods and analysis, formulae and calculations.
- Project milestones, timeline elements, Gantt and PERT charts.

Module 6: Project Procurement & Purchasing

- Sources and methods of procurement, ranges of items, specifications, planning.
- Suppliers: sources, research, appraisal, selection: prices, quality, delivery reliability.
- Quotations, estimates, tendering, bids, trade and quantity discounts, credit terms, contracts.
- Purchase orders, expediting orders, monitoring and measuring supplier performance, KPI.

Module 7: Project Communication Management

- Importance on projects: accuracy, clarity, interpretation, feedback, reaction, follow-up.
- Vertical and horizontal communication, channels of communication.
- Project communication planning: analysing requirements, ensuring regularity, communication matrix.
- Project reports and status reports: when and why produced, to whom distributed.

Module 8: Project Implementation and Execution

- Preparing and using a responsibility matrix, accountability levels.
- Change management: policy, causes, reasons, types, effects of changes, change request forms.
- Schedule compression: crashing, fast tracking, change control processes, management tools, activities checklists.
- Implementing, monitoring and reviewing changes made.

Module 9: Project Monitoring and Control

- The project feedback loop, planning, monitoring, reviewing, controlling.
- Influential and critical project success factors, key performance indicators (KPIs).
- Project control process: activities, comparisons, tracking and assessing new risks, data gathering.
- Project metrics, quantifiable measures, variances: schedule, cost, resource utilisation, earned value management.

Module 10: Project Closure - the Final Phase

- Project completion and early termination, project closure reports; closure or punch checklists.
- Acceptance management: project acceptance forms, determining degree of project success.
- Post-project customer/client evaluation survey, post-project implementation review.
- Final project cost records, preventing expenditure after closure, dealing with surplus materials.

Module 11: Project Logistics, Development Projects

- The relationship between projects and logistics, transportation in projects and logistics.
- Traffic management on sites, construction, events, safety and accident prevention on sites.
- Development projects: types, stakeholders, aims and objectives: reducing hunger and poverty.
- Raising rural productivity and incomes; humanitarian missions: roles of project management and logistics.

Module 12: Project Concepts, Outsourcing, Establishing a Project Business

- The project business case: justifying projects and investment, benefits, research, return on investment (ROI).
- Project feasibility, study of market, technical, financial, HR resources.
- Outsourcing processes and projects: reasons, possible advantages.
- Establishing a project business: research, business plan, capital, clients, contracts, fees, accounts, insurance.

