SC402 – GIS Project Planning and Management (GPPM) Course
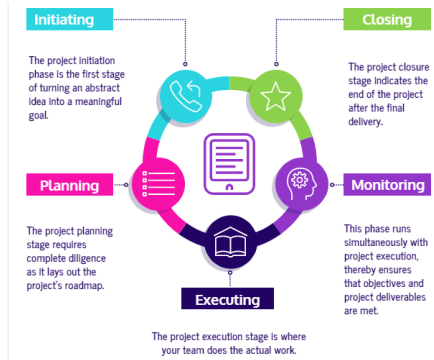
Course Duration: 5 Days
Training Fee: KSH 40,000 | USD 400
Course Registration: **Register Here>>**

1.5. Introduction

Projects are all around us. Virtually every organization runs projects, either formally or informally. We are engaged in projects at home and at work. Across settings, planning principles and execution methodologies can offer ways in which projects can be run more effectively and efficiently. Project management provides organizations (and individuals) with the language and the frameworks for scoping projects, sequencing activities, utilizing resources, and minimizing risks. This is an introductory course on the key concepts of planning and executing projects. We will identify factors that lead to project success, and learn how to plan, analyze, and manage projects. Learners will be exposed to state-of-the-art methodologies and to considering the challenges of various types of projects.

1.6. Course Content/Outline

- ❖ **Fundamentals of project management:** Components of Project Management; Functions of a Project Manager; The Art and Science of Project Management; The Triple Constraints in Project Management; The project Lifecycle.
- ❖ **Project Identification and Design:** Stakeholder Analysis; Problem Analysis; Problem tree; Objectives Analysis; Objectives tree; Strategy Analysis; Design of Project Intervention Logic using Logical Framework.
- ❖ **Project Set Up:** Project Governance Structure; Project Charter; Project Launch.
- ❖ **Project Planning:** Developing Project Management Plan; Project Plan vs Project Proposal: Principles of Project Planning
- ❖ **Project Scope Management:** What is Project Scope? Project and Product scope; Use of Work Breakdown Structure in Scope definition; Scope Creep.
- ❖ **Project Time Management:** Activity Definition and Sequencing: Activity Duration Estimating: Activity Resource Estimation; Schedule Development; Optimizing schedule; Schedule Control
- ❖ **Project Resources Management:** Why is managing resources important? Managing Project Finances; Budgeting, Cost Estimation, Cost baseline, Monitoring Budgets and Expenditures; Project Earned Value Analysis; Managing the Supply Chain; The Human Resources Management
- ❖ **Project Risk Management:** Examine a Risk Management Plan; Identify Project Risks and Triggers; Perform Qualitative Risk Analysis; Perform Quantitative Risk Analysis; Develop a Risk Response Plan.
- ❖ **Planning Project Procurement:** Plan Project Procurements; Prepare a Procurement Statement of Work; Prepare a Procurement Document.

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- ❖ **Project Implementation:** Identifying the Direct and Manage Project Execution Process; Managing Issues; Managing project team; Manage Stakeholder Relationships and Expectations; Managing Internal Controls.
- ❖ **Project Monitoring, Evaluation and Control:** Monitoring and Evaluation activities in Project Lifecycle; Project M&E Plan; Project Evaluation Approaches; Project Control.
- ❖ **Project Closure:** End of Project Evaluation; Administrative, Financial and Contractual Closure; End of Project Learning; Stakeholders closure meeting.
- ❖ **Use of Microsoft Project in Project Management:** Basics of MS Project; Creating tasks; Allocating durations to tasks; Advanced task scheduling; Creating a resource pool and allocating resources to tasks; Tracking Project Progress; Customizing views; Tracking costs; Reports views.

1.7. Training Approach

This course is delivered by our seasoned trainers who have vast experience as expert professionals in the respective fields of practice. The course is taught through a mix of practical activities, theory, group works and case studies. Training manuals and additional reference materials are provided to the participants.

1.8. Certification

Upon successful completion of this training course, participants will be issued with a certificate.

1.9. Tailor-Made Course

We can also do this as a tailor-made course to meet organization-wide needs. Contact us to find out more geo@orbital.co.ke

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