

# WEBINAR: Project Management Fundamentals



## Overview

This project management course will help you organize, implement and manage your organization's projects in a superior and efficient manner. After taking this program, you can be assured that your project will be clearly communicated, acted on and achieve superior results.

The Fundamentals of Project Management program is designed for companies seeking to implement effective, profitable and practical skills so you can confidently face and conquer even the toughest challenges. This will help provide a common language between individuals at the implementation level - marketing, sales, project management, engineering, manufacturing or construction, test and assembly, shipping, installation as well as executive leadership. It will ensure all members of the team are on the same page.

## Objectives

To enable the participants to:

- Provide a common thinking methodology and language for project management at all levels of the organization
- Provide clearly defined project outcomes
- Assure a strong customer focus
- Get the right people working together
- Help make sound project decisions
- Assure plans and schedules are realistic and represent commitments
- Assure the "hand-offs" are effectively managed
- Make skill usage, progress and results measurable
- Identify project risks and take action to avoid or mitigate them
- Assure that key data is clearly communicated and acted on
- Identify and prevent performance problems

## Who Should Participate

- Anyone who is involved in deciding business strategies and activities, managing projects, or is otherwise responsible for delivering results within an organization, (e.g. CEO, CFO, manager, supervisors, etc).

## Key Topics

I. Project Management: Fundamental Concepts and Philosophies

- A. What is a Project?
- B. Projects vs. Operations
- C. Progressive Elaboration
- D. What is Project Management?
- E. PM Hierarchy: Portfolio, Programs and Projects

II. The Five Phases of Project Management

- A. Initiating Phase
- B. Planning Phase
- C. Executing Phase
- D. Controlling Phase
  1. Controlling Tasks
  2. Change Management Process
  3. Risk Management to Include Safety
  4. Risk Identification
  5. Risk Quantification
  6. Risk Management Measures
- E. Closing Phase
  1. Problems at the End of the Project
  2. Closing Tasks

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## Duration

- 3 hours

## Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

## Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

## Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266| (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com). You will receive a confirmation within 48 hours.

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