



## INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

Unit 201 Alissta Towers

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# CBP<sup>®</sup> PROJECT MANAGEMENT SEMINAR

**DURATION:** 18 hours

## Course Overview

The CBP<sup>™</sup> Project Management Certification equips the business professional with leading methodologies and practices in the project management field. Project management is a requirement for professionals in many fields, with many employers now identifying project management skills as vital for corporate success.

Whether you are a business executive or an information technology professional, the CBP<sup>™</sup> Project Management Certification will enable you to advance your career and develop your professional skills.

## Who Should Attend

The course is recommended for project managers, senior executives, leaders, project team members, business analysts and managers.

## Prerequisites

**This course requires that students meet the following prerequisites:**

1. The candidate must have a commitment to the pursuit of excellence.
2. A general understanding of projects and business elements.
3. The candidate must have completed a high school or secondary school diploma or similar educational standards.

## What You Will Accomplish

The CBP Project Management certification covers the four key project management areas required to achieve the CBP Professional<sup>™</sup> or CBP Master Executive<sup>™</sup> designation:

- The Project Initiation Stage
- The Project Planning Stage
- The Project Implementation Stage
- The Project Closing Stage

*See detailed course outline overleaf.*



## What You Will Receive

Students will receive an official course manual for post class reference and review.

**Maximum number of participants:** 20

**Training Venue:** Unit 202 Alissta Towers



## Course Outline: CBP™ Project Management

### Module 1: Introduction to Project Management

- What is a Project?
- Project Management
- Project Constraints
- Understanding the Nature of Projects
- The Project Life Cycle
- Project Identification

### Module 2: The Project Initiation Stage

#### Section 1

- The Project Initiation Stage
- Identifying What has Triggered your Project
- Project Management Roles
- The Project Definition Document
- The Product Description
- Determining Project Goals
- Brainstorming and Consultation: Determine Goals
- Determining Project Specifications
- Determine Project Deliverables

#### Section 2

- Determine Project Constraints
- Determine Project Assumption
- Presenting Your Business Case
- Speaking to the Business Need
- Presenting the Business Case
- Completing the Project Definition Document

### Module 3: The Project Planning Stage

#### Section 1

- The Planning Stage
- Determine the Scope of Work
- Scope Management Plan
- The Work Breakdown Structure (WBS)
- Creating the Work Breakdown Structure, WBS
- Unique WBS Identifiers
- Determine Deliverable-Specific Task List
- Define Task Descriptions

#### Section 2

- Planning the Time Element
- Time Estimates
- Time Estimate: Mathematical Method, PERT
- PERT Calculations
- Buffer Time
- The Project Schedule
- Project Schedule Charts
- Updating Project Assumption & Time Constraints
- Assigning Resources and Responsibility

#### Section 3

- Planning the Cost Element
- Resource Identification
- Cost Estimation Methods
- Administrative Costs
- Buffer Costs

#### Section 4

- Procurement Plan
- Human Resource Management Plan
- Project Cost Constraints and Assumptions

#### Section 5

- Planning the Quality Element
- Decision Making and Risk Taking Skills

### Module 4: Team Building for Project Leaders

- Team Building
- Leadership vs. Management
- Responsibilities of a Team Leader
- Team Building Benefits
- Team Selection
- Team Communication
- What is Conflict Resolution?
- Motivating Teams
- Coaching Teams

### Module 5: Motivation

- Motivation
- Desires and Needs
- Encouraging Performance
- Morale
- Improving Morale
- Building Loyalty in Teams
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### Module 6: Implementing the Project Plan

- Implementing the Project Plan
- Implementing the Procurement Plan
- Quality Control and Assurance Measures
- Business Communication Model
- Performance Tracking
- Earned Value Analysis
- Change Management
- Budgetary Control Measures
- Implementation Stage: Project Management Areas

### Module 7: The Closing Stage

- Acceptance of Deliverables
- Releasing Resources
- Acceptance of Contracts
- Disassembling Project Team Members
- Project Documentation