



ALKEMRAS

**Project Management**

# PROJECT MANAGEMENT 5 DAY COURSE

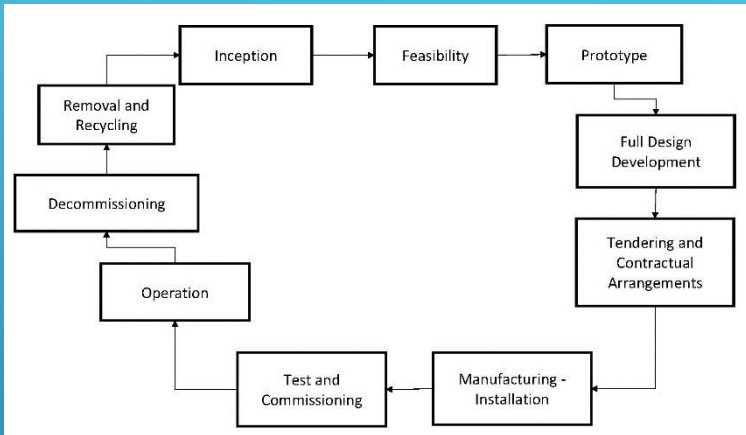


We all have a dream, even if it is a memory somewhere in the past. Often the reason we don't pursue our dream is because we feel overwhelmed and don't know how to break the dream into milestones.

To refresh your life and achieve your dream it may be that all you need is a practical way of break your big dream into smaller, more manageable chunks – also known as milestones. The project management course that starts by defining three goals. These are then used as the customer requirement specification, and used to do the project planning. Making this a practical course of how to specify, plan, implement and update projects.

This short week will give you the insights to manage your three most prominent goals a projects and significantly increase your chance of **making your dream come true.**

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## What do we do in this week?

### Day 1

Goals – Yours, the company's or a combination of the two.

Project Process – The Project from inception to close-out.

Communication – forms of communication and effective communication.

Team – The people working on the project.

### Day 2

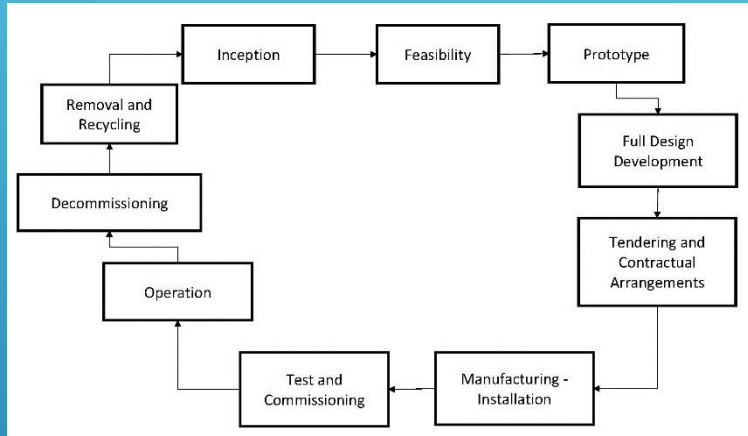
Communication test – Test your communication skills.

Documentation – project management documentation requirements, when they are prepared and why.

Scope – What is the work to be done on this project?

Quality – management of the quality of the workmanship and the “result” of the project.

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## Day 3

Time / Cost – calculation of the time it will take to complete the project and what the project will cost.

Motivation – Keeping yourself, the team and stakeholders motivated?

Stakeholders and RACI – Who is responsible, accountable, concerned and involved in the project and their role.

Terminology / Language – This goes hand in hand with effective communication.

## Day 4

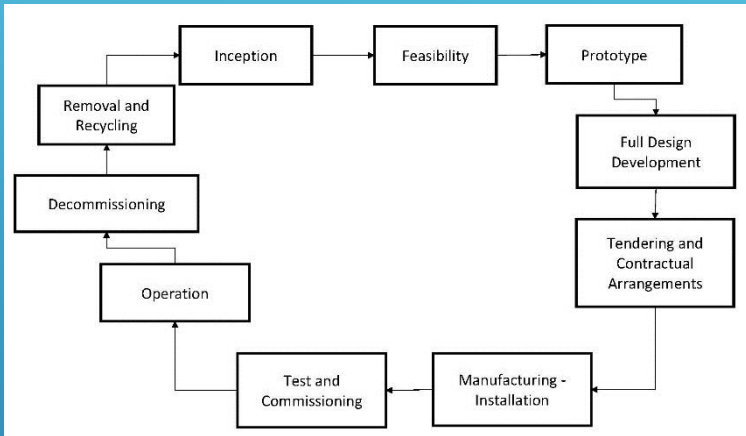
Procurement – management of vendors and goods.

Risk – What are the risks of doing or not doing this project?

Goals / Sub goals – Are the goals from day one still the same or can you add more detail?

Integration – “Connecting the dots” – Connecting the parts of the project and project process to make up a successful project

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## Day 5

Progress / Milestones – Braking the project into smaller parts and keeping a check of

Team Support – How do you support the team who are supporting you?

Q + A – Do you have any questions that was not covered as yet?

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## What is included in the course?

- 1) 5 day 8:30 to 16:30 lectures and practical.
- 2) Catering for these 5 days.
- 3) DVD with template, software and information.
- 4) Attendance certificate.

The Price R8888

50% payable on booking and 50% payable by Friday the week before the course.

Does this look like something that can help you achieve your goals? You know what the next move is! Complete the booking form at [www.alkemras.co.za/pmapply.html](http://www.alkemras.co.za/pmapply.html)