

Project Management Black Belt Course Outline

Duration – 3 days or 24 hours

Mode – In person Instructor led Training Program (ILTP) **OR**
Virtual but Instructor led Training Program (VILTP)

Who can attend – Seasoned PM, Senior PM, Managers looking for appraisals

Module 1: Project Management Introduction

- Why Do Projects Fail?
- Mandate and Feasibility Study
- Projects are Driven by Principles
- Project Themes
- Typical Management Structure
- Customer/Supplier Relationship
- Deliverables
- Project Structure
- Directing a Project
- Project Board Responsibilities
- Activities
- Project Structure

Module 2: Starting Up a Project

- Appoint the Executive and PM
- Capture Previous Lessons Learned
- Design and Appoint the Project Management Team
- Prepare an Outline Business Case
- Project Product Description
- Select the Project Approach and Assemble the Project Brief
- Project Approach
- Plan the Initiation Stage
- Initiating a Project
- Management Strategies
 - Risk
 - Quality
 - Configuration
 - Communications
- Create the Project Plan
- Set Up Project Controls
- Project Controls
- Refine the Business Case
- Benefits
- Assemble the PID

Module 3: Business Case Theme

- Continued Business Justification
- Contents of a Business Case
- Benefits Review Plan
- Organisation Theme
- Project Interests
- Project Management Team

Module 4: Project Structure

- Project Board
- Executive
- Senior User and Suppliers
- Project Manager
- Project Assurance: Function
- Change Authority
- Project Support
- Team Manager and Progress Theme
- Management by Exception
- Levels of Control Required
- Management Stages
- Product Description and Change Theme

Module 5: Configuration Management

- Overview
- Configuration Items
- Configuration Management Procedure
- Configuration Management Strategy
- Types of Issue
- Issue and Change Control Procedure
- Integrity of Change
- Controlling a Stage

Module 6: Work Package

- Authorise a Work Package
- Receive Completed Work Packages
- Report Highlights
- Capture and Examine Issues and Risks
- Escalate Issues and Risks
- Take Corrective Action

Module 7: Managing Product Delivery

- MP Overview
- Accept a Work Package

- Execute a Work Package
- Checkpoint Report
- Deliver a Work Package

Module 8: Risk Management

- Managing a Stage Boundary
- Contents of End Stage Report
- Managing Risk Theme
- Risk Management Procedure
- Identify Step
- Risk Identification Techniques
- Types of Risks
- Assess, Plan, and Implement Step
- Communicate
- Creating Plans Theme
- What are Plans?
- Levels of Plan
- Project and Team Plan
- Exception Plan

Module 9: Quality Management

- What is Quality Assurance?
- Product Description
- Quality Control
- Quality Review Technique
- Preparation for a Quality Review
- Quality Review Meeting
- Follow Up Review
- Closing a Project
- Prepared Planned Closure
- Prepare Premature Closure
- Hand Over Products
- Evaluate the Project
- Recommend Project Closure

Module 10: Stakeholder Management

- Who are the Stakeholders and how can be managed?
- Management tactics

Module 11 : Project Governance

- What is Governance and Tracking?
- Schedule Management
- Cost Management
- Program management and governance