

## MISEL Project Management Training Scheme

**IDENTIFIER**

**COURSE OUTLINE DESCRIPTION**

**LEARNING OBJECTIVES**

### Introduction to Project Management

Course Outline:

MI-01-01	Project Definition and Principles of Project Management	Understanding project initiators, Project Management types & uses; Organization types & uses
MI-01-02	Roles / Requirements of Project Management Professionals	Understanding & use of roles in project environment
MI-01-03	Project Lifecycle and Project Phases	Understanding the main phases in project lifecycle
MI-01-04	Projects and Strategic Management	The role of projects & project management in strategic management

### Introduction to Project Planning

Course Outline:

MI-02-01	Scope Definition & Specification and Deliverables Development	Preparation of Scope with minimum ambiguities for project initiator or asset owner; Understanding scope as specified by the initiator and responding with minimal deviations by performer
MI-02-02	Project Risk, Uncertainty and Complexity	Understanding risks in project environment and preparing for its adverse effect at the various levels of project lifecycle
MI-02-03	Time, Cost & Progress Baseline & Measurement	Methods of estimating Progress, Time & Cost; understanding the importance and uses of baselines

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### COURSE OUTLINE DESCRIPTION

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#### Introduction to Document / Data Control Management

Course Outline:

MI-03-01	Project Scope and Document Control Management Requirements	Preparation of document control response to project scope
MI-03-02	Document Control planning	Input requirements for Project Control Plan
MI-03-03	Project Document Progression Control	Sequential tracking of documents throughout project lifecycle
MI-03-04	Electronic Data & Document Management System	Computer aided Methodology for tracking documents

#### Introduction to Management of Project Changes

Course Outline:

MI-04-01	Project Change Management Requirements	Understanding that change is inevitable in project environment and planning for its mitigation
MI-04-02	Project Change drivers / constituents Identification and Management	Appreciation of what constitute a change and its adverse effect if not addressed
MI-04-03	Aims & Objectives of Managing Changes	Change can be beneficial as well as detrimental to all parties

#### Project Management Processes

Course Outline:

MI-05-01	Project Management Knowledge Areas	Project knowledge areas appreciation
MI-05-02	Project Management Processes	Project processes and groupings and interface appreciation

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MI-05-03	Tool & Techniques for Project Management	Standardization in project management and its effects
MI-05-04	Strategic Development / Management Processes	Processes for accomplishing viable strategic goals
MI-05-05	People & Leadership Management	Project Manager success & failure factors

### Project Planning Processes

Course Outline:

MI-06-01	Development of Work Breakdown Structure (WBS)	Project decomposition methods into activities and duration estimation
MI-06-02	Schedule Preparation and Types	A look at various types of schedule and their usefulness
MI-06-03	Monitor & Control Project Cost, Time and Progress and Analyses	Methods of analysis used for progression benchmarking
MI-06-04	Assessing (Evaluating) & Planning for Risks	Identifying risks, ranking potential risk events, developing risks response plan and actively monitoring the risk events

### Document Control Management Processes

Course Outline:

MI-07-01	Project Communication Planning and Management	Use of verbal & non-verbal communication and formal and informal communication methods in project environment
MI-07-02	Data and Document Circulation & Distribution	Methods for enforcing information dissemination

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MI-07-03	Project Lifecycle Data and Document Control Management	Methods for enforcing data & document review and approval process
MI-07-04	Data & Document Security & Confidentiality	Methods for enforcing confidentiality disclaimer, protecting proprietary information
MI-07-05	Data & Document Archiving/Retrieval	Record keeping & retrieval processes and automated system (including computer software) usage

### Management of Change Processes

Course Outline:

MI-08-01	Importance of controlling project changes	Changes are inevitable but controlling changes will be minimize adverse effect on project lifecycle
MI-08-02	Change Control Requirements	Understanding philosophy for effecting change control
MI-08-03	Performing Change Control	Procedures for effecting change control