

## **Project Management - Intermediate**

### **Description**

Project management is not just for certain industries or job titles. Most of us are expected to complete assignments that are not a usual part of our job and to get the job done well, within a budget, and on time. This course will share some project management techniques that can help you achieve your goals. We recommend that you complete “Project Management Fundamentals” before beginning this course.

### **Objectives**

In this course, you will focus on the last three stages of the project life cycle: planning, execution, and termination. This includes identifying tasks and resources; using scheduling techniques like the work breakdown structure, Gantt charts, and network diagrams; preparing a budget; executing a project; and controlling changes.

### **Outline**

How to Use This Guide

#### **Session One: Course Overview**

#### **Session Two: What Really Needs To Be Done?**

1. Identifying Tasks
2. Identifying Resources
3. Pete’s Cost List

#### **Session Three: The Work Breakdown Structure**

#### **Session Four: Scheduling Techniques**

1. Preparing a Basic Schedule
2. Other Scheduling Factors
3. Planning Tools
4. Gantt Charts
5. Creating a Gantt Chart
6. Network Diagrams
7. Flow Charts

#### **Session Five: Budgeting Tips and Tricks**

1. Budgeting Basics
2. Pete’s Budget

#### **Session Six: Assessing Project Risks**

#### **Session Seven: Preparing the Final Plan**

#### **Session Eight: Making it Fit**

1. Schedule and Budget Compression
2. Case Study



**Palomino Training Solutions**  
specialists in corporate training

P O Box 1460, Durbanville, 7551

Mobile: 082 878 1164, Facsimile: 086 515 7684

E-mail: [training@palominosa.co.za](mailto:training@palominosa.co.za), Web: [www.palominosa.co.za](http://www.palominosa.co.za)

## **Session Nine: The Execution Phase**

## **Session Ten: Controlling Changes**

## **Session Eleven: Closing Out a Project**

Recommended Reading List

Post-Course Assessment

Pre- and Post-Assessment Answer Keys

Personal Action Plan