

Register by
10th August 2010
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Project Management Tool for Project Managers

23 - 27 August 2010
Botswana



COMMONWEALTH
TELECOMMUNICATIONS
ORGANISATION

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Overview

This project management course is aimed at raising awareness and developing competencies relating to effective and efficient project management.



For more programmes and courses run by the PDT contact us at:
Tel: +44 (0) 208 600 3800 Fax: +44 (0) 208 600 3819 Email: programmes@cto.int

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Course programme may change due to unforeseen circumstances

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Objectives

- To raise awareness of the benefits and value of effective project management in business
- To develop project management knowledge and competencies through the use of frameworks, tools and techniques
- To build situational project leadership capabilities

Target audience

Beginner to Intermediate Participants (Project teams members, engineers, team leaders, project managers, coordinators, project office managers, operation managers.)

Expected outcome

Participants would have gained the necessary knowledge to participate fully in comprehensive project planning and management for project success.

About the programme for development & training (PDT)

Managed by the CTO, the PDT is a unique low-cost membership programme providing needs-based professional training and capacity building courses on telecommunications policy, regulation, technologies and telecoms business management. The PDT has delivered over 3600 bilateral training and consultancy projects, covering every aspect of the telecommunications industry, training over 35,000 professionals in 33 countries of the Commonwealth.

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Course content

Day 1

- An introduction to effective Project Management - the application of knowledge, skills, tools and techniques to project activities to meet project requirements
- Project Management today - Approaches for the new economy
- Project Life Cycles - Project initiation, planning, executing, monitoring, control and closure processes
- Project Integration Management - Exploring frameworks and models to manage the high level coordination of the various elements of the project

Day 2

- Project Scope Management - Exploring frameworks and models to manage business analysis and to produce the definition of the work required to complete the project successfully
- Project Time Management - Exploring the frameworks and models to ensure the timely completion of the project objectives
- Project Cost Management - Exploring the frameworks and models to complete the project within the approved budget

Course content

Day 3

- Project Quality Management - Exploring the frameworks and models to ensure the project will satisfy the needs for which it was undertaken
- Project Human Resource Management - Exploring frameworks and models to make the most effective use of the people involved with the project
- Leadership skills will also be strongly addressed

Day 4

- Project Communications Management - Exploring the frameworks and models to facilitate the timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information
- Project Risk Management - Exploring the frameworks and models to identify, analyze and respond to project risk

Day 5

- Project Procurement Management- managing the acquisition of goods and services from outside the performing organization.
- Review of Project Life Cycles and Integration
- Workshop Review

In partnership with:
Development Consulting Centre (Trinidad & Tobago)

Expert profile - Sid, Saywack

Sid Saywack is a project leader and business strategy consultant with over 12 years experience driven by a genuine passion and understanding of business strategy and effective, creative communications. He has lead teams in the management of diverse strategic change, IT infrastructure, e-business, media and community projects. He obtained his Post Graduate Diploma and Masters in Business Administration from Henley Business School of the University of Reading, UK. He is also a certified Project Management Professional accredited by the Project Management Institute, PA., USA. Sid is also a Certified Six Sigma Black Belt which underpins his passion for superior quality in both projects and operations. He is currently conducting extensive research in e-business competitive advantage within the dynamics of the new economy. Sid is a naturally gifted trainer captivating the interest of his audiences including advanced MBA students, critical project teams and C level managers through his highly interactive training methods.

About the CTO

The Commonwealth Telecommunications Organisation (CTO) is an international development partnership between Commonwealth and non-Commonwealth governments, business and civil society organisations.

It provides the international community with effective means to help bridge the digital divide and achieve social and economic development through the use of Information and Communication Technologies (ICT) in the specific areas of Telecommunications, IT, Broadcasting and the Internet.



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