



أكاديمية الزمالة العربية البريطانية
Arab British Academy Fellowship
A.B.A.F





Project Management Skills

Course Outline

- **Planning projects**
 - Project management definitions
 - Projects versus operations
 - Managing project constraints
 - Applications of project management
 - Potential benefits of project management
 - Definition of project life cycle
 - Defining project requirements
 - Statement of Work (SOW)
 - Project specifications
 - Milestone schedule
 - Work breakdown structure
 - WBS decomposition problems
 - WBS guidelines and checklists
- **Scheduling projects**
 - Linking activities and WBS sequencing
 - Forward and backward scheduling
 - Critical Path Method (CPM)
 - Slack management
 - Program Evaluation and Review Technique (PERT)
 - Schedule compression techniques
 - Myths and realities of schedule compression
 - Resource planning and leveling
- **Organizing and controlling projects**
 - Project organization and project control
 - Mastering earned value management
 - Schedule and budget variances
 - Project forecasting
 - Project management reporting
 - Auditing a project
 - The role of software in project management



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