

## **Extension to the Project Management Fundamentals**



*A two-day training course to extend the knowledge and skills gained in the Project Management Fundamentals course with emphasis on the tools and techniques applied for planning and evaluating the project activities.*

### **Course Description**

This 14-contact hours training course provides a quick overview of project management processes by process groups and knowledge areas in full compliance with the latest edition of the *A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) – Sixth Edition, Project Management Institute, Inc., 2017*, and based on this refreshment, it helps trainees to acquire additional knowledge and skills on the application of a number of advanced tools and techniques in planning and evaluating the work on projects. Special emphasis is placed upon time management, risk management, and cost management knowledge areas, and upon the techniques applied in these areas such as network and critical path model scheduling, earned value management, Monte Carlo simulations, cost and time forecasting, and various summary measures for project performance evaluation.



The course includes a case study, discussions and many practical exercises to learn and practice the concepts and techniques presented in the lecture sessions. The case study will provide a forum in which to practice the different project stakeholders' roles and to develop essential management deliverables, such as work breakdown structure, activity list, duration estimates, EVM measures, network diagrams, and risk analysis outputs.

The trainees will benefit from the opportunity to solve on their own a lot of exercises and test questions which simulate practical situations. Joint discussion led by the instructor follows each exercise and test question to help trainees clarify their understanding of the concepts and terms. This will help them in getting prepared for sitting for the PMP® and CAPM® certification examination of PMI.

### **Who should attend**

This course is primarily designed for people who have been assigned project management responsibilities and also for practitioners who wish to pass the PMP® or CAPM® certification exam.

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## ***Learning Objectives***

Upon the successful completion of this course, you will improve your understanding and skills needed to be able to apply some very powerful tools and techniques in project management that will help you to:

1. Realistically plan the project activities and constraints in a project, and to develop a consistent time schedule and time phased budget;
2. Manage a project with knowing the right project status along the project run, and be directed in your decisions by reliable estimates of the completed work and for the work to go, as well as by accurate information regarding the overall project performance;
3. Take responsibilities and be accountable for planning, assigning and leading the human resources in a project;
4. Achieve the project goals and deliver the project results with the required quality, on time and within the budget, and to know how to better identify and satisfy the stakeholders' expectations.

## ***Course Topics***

This course presents a quick review of the project management framework of five process groups along nine knowledge areas, and includes in more details the following main topics:

- Advantages and disadvantages of each type of organizational structure, and the role of the project manager;
- Project evaluation and selection methods;
- Project team performance evaluation. Motivational theories and approaches;
- Roles and responsibilities in a project; Stakeholders analysis; Communication skills;
- Methods for preparing a work breakdown structures (WBS);
- Time scheduling and networks; Critical path modelling; Techniques for time schedule compression;
- Integration management; Change control system;
- Qualitative and quantitative risk analysis; Risk response strategies;
- Earned Value Management (EVM) and cost analysis; Summary measures for evaluating and forecasting the time and cost in a project;
- Sources of conflict in a project, and techniques in resolving conflicts;
- Tools and techniques in quality assurance;
- PMI's Code of Ethics and Professional Conduct.

## ***Course Activities***

Lecture sessions, interactive group sessions, business case, simulations and demonstrations are the various training forms led by our instructors to support the participants' efforts to effectively acquire the knowledge and skills in project management course topics. At the end of each module a review of the learning objectives is done to ensure the smooth move on to the next topic of the course agenda. The assessment plan for this course includes a quiz pass.

## ***Certificate***

Upon successful completion of the course the participants are granted a Certificate of course attendance issued by the TechnoLogica Training Center, providing 14 PDU (Professional Development Units).

### ***Course Language and Materials***

The training course is delivered in Bulgarian or in English on request. A full set of course materials is provided in English, which contains course handouts, sample project management procedures, lecture notes, etc. Additional sources from TechnoLogica library are also available.

**The *PMBOK*® Guide is delivered on request.**

### ***Location and Course Facilities***

All training sessions take place in our training center in Sofia in a classroom, which is supplied with modern presentation equipment and computers. Every student has a personal workplace with a PC and free access to all the necessary information and communication resources. We offer also lunch catering, coffee and refreshments in a pleasant environment.

### ***Course Classes***

Course duration is 2 days, 7 hours per day. Flexible course schedule is also available to better suit your needs. A class group is set-up of 6-10 people. We rely on the active interdisciplinary interactions and experience exchange among course participants. Studies in a small group inspire the warm interpersonal communications which are a necessary prerequisite for effective team-building and group decision making sessions.

### ***Qualification***

Our trainers are highly qualified professionals with extensive practical experience in teaching and managing many projects in different fields. They are holders of national accredited academic titles and degrees, and internationally acknowledged professional and educational certificates.

We share the training philosophy that the curricula should be focused on the practical benefits that our trainees will gain at the return to their work environments and that the learning process is never ending and continues during the whole life. We provide an on-going support to our trainees in their everyday operations with advice, consultation and other relevant services upon request.

Project management is a promising professional carrier. The benefits of the application of modern project management methodologies and tools depend in a large extent on the qualities and competences of the project managers and project staff. The increasing requirements for their capabilities could be met with profound theoretical background and diverse practical experience in all project management knowledge areas. We are convinced that with our expertise and training programs, we put through our contribution for the project management maturity of organizations and the improvement of their performance. We take the challenge to respond to the high quality requirements of our customers and to lay the foundation for a successful joint work, collaboration and partnership relations.

### ***Training Terms and Conditions***

The training days start at 9:30 a.m. and finish at 5:30 p.m. A class takes 45 minutes. There is a lunch break from 12:30 p.m. till 13:30 p.m. The duration of the breaks and classes is defined according to the respective training schedule.

#### **Contacts:**

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