



“Enhancing Global Competitiveness Through Best Practices”

PROJECT MANAGEMENT ESSENTIALS

Tuesday, Wednesday, Thursday & Friday, May 20, 21, 22 & 23, 2025
1:30pm to 4:45pm via Zoom

Program Outline

Module 1: Project Management Overview

1. PMI History and PM Best Practices
2. What is Project Management
3. Differences in Portfolio, Program and Project Management
4. The Role of the Project Manager

Module 2: Project Management Framework

1. IPECC Framework
2. Project Life Cycle and Organization
 - External Environmental Factors
 - Organizational Process Definition
 - Project “Holy Trinity” Management

Module 3: The Standard for Project Management

1. Project Management Processes
2. Influencing Factors: Project Success & Failures
3. Project & Operations
4. Project Life Cycle
5. Critical Path Analysis
6. Forward & Backward Pass
7. Program Evaluation Review Techniques
8. RACI Matrix for roles and responsibilities

Module 4: Project Management Knowledge Areas

1. Integration Management
 - Creation of the Project Management Life Cycle (critical process mapping for each domain)
 - Project Charter
 - Project Management Plan
 - Knowledge Management
 - Monitor and Control
 - Integrated Controls
 - Close and Exit Plans
2. Scope Management
 - Collect requirements
 - Define Scope
 - WBS Creation
 - Scope Validation
 - Scope Control (Managing Creep Scope)
 - Stakeholder Requirements and Mapping



CENTER FOR
GLOBAL BEST PRACTICES

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3. Schedule Management
 - Define Activities
 - Sequence Activities (Use of PDM Tool)
 - Estimate Duration (Use of PERT Tool)
 - Develop Schedule (use of CPM Tool)
 - Control Schedule (EVM Tool)
4. Cost Management
 - Estimate Cost
 - Create Budget (use BCB + BOQ Tool)
 - Control Cost (EVM Tool)
5. Quality Management
 - Creation of the Project Quality Plan
 - Manage Quality
 - Punch Listing
 - Audits
 - Inspection & Testing
 - Control Quality (PSDM Tool)
6. Resources Management
 - Plan Resources Loading (Loading Planning Tool)
 - Estimate resources (man, machine, etc)
 - Resource Acquisition
 - Manpower Team development
 - Manage Project team
 - Control Resources
7. Communications & Stakeholder Management
 - Identify Stakeholders
 - Define Communication Needs
 - Plan Communication Format + Medium
 - Conduct and Control Communication
8. Risk & Impact Management
 - Plan Risk Management Activities (use ISO 31000 Framework)
 - Identify Risks (use 4 Part Uncertainty Approach)
 - Perform Risk Analysis (Quantitative vs Qualitative)
 - Initiate Risk Responses (Use 5 Response Approach)
 - Implement Response & Set Risk Appetite
 - Monitor Risk & Risk Appetite
9. Procurement Management
 - Plan Procurement Strategy
 - Make Buy Analysis
 - Conduct Procurement
 - Bid
 - Due Diligence
 - Negotiation
 - Contracting & Terms and Definition
 - Type of Contracting
 - Control Procurement
 - Supplier / Contractor Development Programs
10. Stakeholder Management
 - Identify Stakeholders
 - Use the P & I grid tools
 - Develop Engagement Method



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- Set Expectations
- Manage & Monitor Engagement

Module 5: Project Closure

1. Project Knowledge
 - Project Documents
2. Knowledge Repository
 - Creation of Storage Folder (Naming Convention)
3. Lessons Learned
 - Identified Best Practices
4. User Feedback
 - Customer Issues and Complaints
5. Closure and Signoff
 - Release of all Contract Labor
 - Release of all Equipment
 - Updated Financial Payments to all Stakeholders
 - Punch List Close Out
 - Retention Fee
 - Warranty clauses

Who should attend?

ALL WHO ARE INVOLVED IN CREATING, PLANNING, IMPLEMENTING, EXECUTING, MONITORING AND REPORTING ON PROJECTS

For query, consulting requirements or request for in-house training programs, please contact:

Elisha Afloro
Program Leader
Center for Global Best Practices

Manila Lines: (+63 2) 8556-8968 or 69 ; Manila Telefax: (+63 2) 8842-7148 or 59
Email: elisha_cgbp@yahoo.com ; Website: www.cgbp.org