



The Bates advantage

- Over 30 years of experience in Canada and USA
- Registered Education Provider and Global Charter Member of PMI
- 25,000+ Bates trained & certified project managers world wide
- 130+ certified associates
- Experience translated into high quality deliveries
- Continuous R & D to upgrade products and services
- Bates Project Management Methodology™
- Clientele across various industry verticals and horizontals



 **BATES**
Project Management Inc.



Bates Project Management

Project Management Essentials

Who should attend this course?

This course is designed for those who want an introductory overview of project organizational, planning and control tools and techniques necessary for the effective management of any project. It is suited to all levels within an organization, particularly senior managers and executives who will find this course to be an excellent jump-start to project management.

Course Objectives and Highlights

- Understanding the benefits of project management and how to achieve them
- Prioritizing projects
- The 5 key steps of the project planning and control process
- Defining roles and responsibilities of key project staff

Course Duration and Structure

- One day of Workshops, Discussions and Lecture

Course Inclusions

- Complete course manual with all visual aids
- On-line and telephone support for past course participants
- Certificate of completion with 7 Professional Development Units

Course Outline

1. Introduction

- a) Key concepts and definition
- b) Achieving the benefits of project management
- c) What is the Bates Project Management Methodology?

2. Project Management Organization and People Issues

- a) The basic project team structure
- b) Making the matrix team structure work
- c) Project organization workshop
- d) Project priority setting
- e) The communication process
- f) Project team building and conflict management with workshop

3. Project Planning Processes

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| a) The planning model | b) Risk planning considerations |
| c) Scope planning | d) Work package planning |
| e) Schedule planning | f) Budget planning |

4. Project Control Issues

- a) Monitoring and updating process
- b) Work accomplishment / Monitoring and updating process
- c) Change control
- d) Issues and controls
- e) Project closeout