

Project Management Essentials

OVERVIEW:

Project Management has proven to be the most effective method of delivering projects within cost, schedule, and resource constraints. This intensive and hands-on course gives you the skills to ensure your projects are completed on time and within budget while giving the user the product they expect.

Attendees will gain a strong working knowledge of the basics of project management and be able to immediately apply that knowledge to effectively manage work projects. At the end of the course attendees will be able to identify and manage product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risk and understand the project procurement process.



TARGET AUDIENCE:

This programme is designed for:

- Companies seeking to increase the effectiveness of their project management programme, or those seeking to implement one.
- Persons currently in the field of project management and seeking to advance their career or broaden their understanding of project management.
- Persons new to the field of project management

There are no prerequisites for this course

LEARNING OBJECTIVES:

Upon completion of this workshop, participants should be able to:

- Initiate, plan, execute, monitor and control, and close a project;
- Define a project using a Project Charter;
- Identify and manage stakeholders through a Stakeholder Register and Stakeholder Engagement Plan;
- Develop a Project Management Plan to guide the execution, monitoring and controlling, and closing of a project;
- Use various Project Management tools and techniques
- Discuss leadership challenges of managing projects and various solutions.
- Understand the fundamentals of Project Management (PM) through an in-depth examination of the ten Knowledge Areas as set out in the Project Management Body of Knowledge.
- Examine the characteristics, techniques, and challenges associated with each of the five Process Groups: initiating, planning, executing, controlling and closeout of projects.

WORKSHOP SCHEDULE AND DELIVERY:

The workshop will be delivered virtually via Zoom Cloud Meetings from **5:30 to 7:30 PM** on **January 10, 11, 17, 18, 24 & 25, 2024**.

The workshop is designed to be highly interactive with comprehensive workshop materials inclusive of video presentations, worked examples, breakout sessions, etc.

Several project management tools and templates will also be provided which attendees can begin to use on the job immediately to improve performance.

Attendees will be awarded a certificate of participation upon completion of the programme.



WORKSHOP FEE:

The workshop fee is **TT\$2,780.00**.

However, we offer a discounted rate of **TT\$2,580.00** if registration is conducted before **December 24, 2023**.

Group discount rates will also be provided to groups of three or more attendees.

REGISTRATION:

Registration is conducted online via our website. Click here or copy and paste the below link in your browser to register:



<https://detailsintegratedsolutions.ltd/rmlp/pme-registration-form/>

PAYMENT OPTIONS:

We offer four secure and convenient options for payment:

1. Payment Online via DISL's Website.



Please click here to pay via our website or copy and paste the link below in your browser:

<https://detailsintegratedsolutions.ltd/product/project-management-essentials-workshop/>

Select the number of attendee registrations, click: *Add to Basket*, then *View Basket* to verify the purchase, then *Proceed to Checkout* to make the payment.

You will receive an official proof of payment receipt via email.

2. Payment Online via WiPay.

Simply copy and paste the below link in your browser:

https://tt.wipay2.me/details_integrated_solutions_ltd

Enter the amount to be paid (TT\$2,580 **before Dec 24, 2023**, or TT\$2,780 thereafter).

Indicate the Transaction Fee is to be deducted from the above, enter the name of the Attendee in the comment box, and proceed to conduct your payment online. You will receive an official proof of payment receipt.

3. Payment via WiPay or NLCB Outlets (Trinidad and Tobago Only).

Please let us know should you wish to use this option, and we will create an invoice for you, that you can take to any WiPay or NLCB Outlet.

Simply give the Teller the invoice and make the payment. You will receive an official proof of payment receipt (please email us a copy of this receipt).

4. Payment via Direct Deposit or Wire Transfer.

Direct Deposits may be made to *Details Integrated Solutions Ltd.* via *RBC Royal Bank, Account No. 110000003433469* (Trinidad and Tobago Only).

Wire Transfers may be made to *Details Integrated Solutions Ltd.* via *RBC Royal Bank, Account No. 110000003433469* (SWIFT Code: *RBTTTPX*; Bank Transit Code: *8810*).

Please email us a copy of your official proof of payment receipt.

ABOUT YOUR FACILITATOR:

Details Integrated Solutions Ltd. (DISL) specializes in the provision of custom-tailored Facility Management and Project Management services and solutions. To date, we have competently trained hundreds of persons in various aspects of both Project and Facilities Management.

With over twenty years of industry experience, our Principal Consultant is passionate about training and has lectured at multiple universities. He is also an internationally certified trainer for the International Facility Management Association (IFMA) suite of credential programmes. Among his credentials are a Master's Degree in Project Management, and numerous professional certifications in both Project and Facilities Management.

Please feel free to contact us via email (details.integrated.solutions@gmail.com) or via phone/WhatsApp (868-712-2529), should you require any additional information.

We look forward to you joining us at the Project Management Essentials Workshop!

