



Business Solutions for Africa  
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**PROJECT MANAGEMENT PROFESSIONAL**  
 (Earn 35PDU)  
 (This is a PMI Accredited Course)



Day 1	Day 2	Day 3	Day 4	Day 4
<p><b>1- Introduction to Project management</b></p> <ul style="list-style-type: none"> <li>What is a Project</li> <li>What is Project Management</li> <li>Why Do Project Management</li> <li>Global Trends in Project Management</li> <li>Global Best Practices in Project Management(PMBOK &amp; PRINCE2)</li> <li>PMP Certification Requirement and exam preparation</li> </ul> <p><b>2-Project Management Framework</b>            Understand the various aspects related to project lifecycle, constraints, stakeholders, organization structure, and Project Management Framework</p> <ul style="list-style-type: none"> <li>Product and Project Lifecycle</li> <li>Project Manager Skills Org Structure and Project Environment</li> <li>Project Management Process Groups and Knowledge Areas</li> </ul> <p><b>3-Project Management Tools</b>            Get Introduced and Understand the possibility of using tools to make project management more efficient and effective. The module will include</p> <ul style="list-style-type: none"> <li>Demonstration of Microsoft Project Software</li> <li>Introduction to the Project Management Templates to be used during the course</li> </ul>	<p><b>4- Project Integration Management</b>            Understand how Integration processes drive the associated knowledge area processes. It consists of</p> <ul style="list-style-type: none"> <li>Develop Project Charter</li> <li>Develop Preliminary Project Scope Statement</li> <li>Develop Project Management Plan</li> <li>Direct and Manage Project Execution</li> <li>Monitor and Control Project Work</li> <li>Perform Integrated Change Control</li> <li>Close Project</li> </ul> <p><b>5-Project Scope Management</b>            Understand how the Integration processes drive the associated knowledge area processes. It consists</p> <ul style="list-style-type: none"> <li>Scope Planning</li> <li>Scope Definition</li> <li>Create WBS</li> <li>Scope Verification, and</li> <li>Scope Control Processes</li> </ul> <p><b>6-Project Time Management</b>            Understand the processes concerning the timely completion of the project. It consists of</p> <ul style="list-style-type: none"> <li>Activity Definition</li> <li>Activity Sequencing</li> <li>Activity Resource Estimating</li> <li>Activity Duration Estimating</li> <li>Schedule Development, and</li> <li>Schedule Control project management processes</li> </ul>	<p><b>7-Project Cost Management</b>            Understand the processes involved in planning, estimating, budgeting, and controlling costs so that the project is completed within the approved budget. It consists of</p> <ul style="list-style-type: none"> <li>Cost Estimating</li> <li>Cost Budgeting, and</li> <li>Cost Control project mgmt processes</li> </ul> <p><b>8-Project Quality Management</b>            Understand the processes involved in assuring that the project will satisfy the objectives for which it was undertaken. It consists of</p> <ul style="list-style-type: none"> <li>Quality Planning</li> <li>Perform Quality Assurance, and</li> <li>Perform Quality Control project management processes</li> </ul> <p><b>9-Project Human Resource Management</b>            Understand the processes that organize and manage the project team. It consists of</p> <ul style="list-style-type: none"> <li>Human Resource Planning</li> <li>Acquire Project Team</li> <li>Develop Project Team ,and</li> <li>Manage Project Team project management processes</li> </ul>	<ul style="list-style-type: none"> <li><b>10-Project Communication Management</b>            Understand the processes concerning the timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information. It consists of            Communications Planning            Information Distribution,            Performance Reporting, and            Mange Stakeholders project management processes</li> <li><b>11-Project Risk Management</b>            Understand the processes concerned with conducting risk management on a project. It consists of</li> <ul style="list-style-type: none"> <li>Risk management Planning</li> <li>Risk Identification</li> <li>Qualitative Risk Analysis</li> <li>Quantitative Risk Analysis</li> <li>Risk Response Planning, and</li> <li>Risk Monitoring &amp; Control project management processes</li> </ul> <li><b>12-Project Procurement Management</b>            Understand the processes that purchase or acquire products, services or results, as well as contract management processes. It consists of</li> <ul style="list-style-type: none"> <li>Plan Purchase and</li> </ul> </ul>	<ul style="list-style-type: none"> <li>Acquisitions</li> <li>Plan Contracting</li> <li>Request Seller Responses</li> <li>Select Sellers</li> <li>Contract Administration, and</li> <li>Contract Closure project management processes</li> </ul>



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<p>About the Course</p>	<p>The workshop “<b>PMP Preparation &amp; Excellence in Project Management</b>” is designed to give a deep insight into the project management best practices as defined in the globally renowned Project Management Body of Knowledge (<b>PMBOK</b>). The instructor led workshop delivered by subject matter experts would use a combination of education techniques to ensure learning maximization for participants. Some of the education techniques used would be</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Concept presentation</li> <li><input checked="" type="checkbox"/> Case study / Templates</li> <li><input checked="" type="checkbox"/> Module quiz / assessment</li> </ul>
<p>Who to Attend</p>	<p>Workshop is recommended for <b>Professionals preparing for PMP Certification</b> and</p> <ul style="list-style-type: none"> <li>✓ Managers and staff responsible for project planning and delivery.</li> <li>✓ Consultants &amp; Service Providers providing a time bound &amp; fixed scope delivery to customers.</li> <li>✓ Senior Management wanting to learn how project management can streamline organizations delivery processes.</li> </ul>
<p>Instructor</p>	<p><i>Rajeev Andharia</i> PMP, CISA, CISSP, ITIL Manager, Six Sigma (Green belt), Co-Author of 'Six Sigma for IT Management'</p>
<p>Contact For Registration</p>	<p style="text-align: center;">K-Ninety East Africa Ltd.          Mai Mahiu Road,          P.O. Box 3894 GPO 00100 Nairobi, Kenya          Tel: +254 20 608316; +254 20 3544352          Cell: +254 722771478; Fax: =254 20 608318          Email: <a href="mailto:info@k-90ea.com">info@k-90ea.com</a>; <a href="http://www.k-90ea.com">www.k-90ea.com</a>          Ask for Loise Ngugi</p>