

Project Management (PMP)

The Project Management is a 14-hour basic course based on the manufacturing methodology and formats. It is intended to provide participants with the knowledge and skills to execute a project successfully in support of business needs. This seminar focuses on improvement projects in production/operations, facilities, administration, and others that might be implemented by cross-functional teams (CFTs), productivity improvement teams or quality circles. It will also be applicable to engineering/maintenance, R&D and other technical projects. The course hand out doubles as guide that can be used as reference by the project team members when executing an actual project.

Objectives: Upon completion of this course, the participant will be able to:

1. Describe the Program methodology
2. Describe the role and responsibilities of a project team member, project leader, sponsor and extended team members.
3. Describe the process steps for project planning.
4. State the deliverables of the project.
5. Develop a Flexibility Matrix and Work Breakdown Structure (WBS) Sketch out a Schedule and Gantt chart for the project.
6. Determine a Risk Management Plan for the project.
7. Describe the methodology for monitoring a project to schedule.
8. Apply project management methodology to existing and upcoming projects.

Agenda:

- Program Methodology
- Project Leadership
- Project Conception and Definition
(Project Scoping & Deliverables, Organization, and Risk Assessment)
- Project Planning and Scheduling
(WBS, Gantt Chart, and Pert/CPM)
- Project Implementation & Measurement
(Variance Analysis, Corrective Action (and Project Status Report)
- Project Closure & Evaluation
(Project Handover, Project Evaluation, and Final Sign-off)

Who should attend: Team leaders of Cross-Functional Teams, Quality Circles, System Improvement Teams, and Productivity/Efficiency Improvement Teams

Seminar Fee: P14,672 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Jose S. Villegas/Janice J. Gumasing **Dates:** May 8-11 '23, Aug 14-17 '23, Nov 6-9 '23, Dec 5-8 '23, Jan 16-19 '24 (Note 8:30 am to 12:00 nn daily via Zoom)