

## SEMINAR PROGRAMME

CONTENT: Project Management (Μεθοδολογία PMI)

TRAINEES: ADMINISTRATIVE PERSONNEL UNIVERSITY OF CYPRUS

TRAINERS: Γεώργιος Χατζηθεοφάνους (PMP/PMI)

TRAINING DURATION : 40 HOURS

<b>Date-time</b>	<b>Modules</b>	<b>Content material</b>
1 <sup>st</sup> day	1: INTRODUCTION	Introduction to the Programme. Getting to know the trainer-trainees
		Seminar Programme-Materials to be used-Methodology
	2: FOUNDATIONS	Project, project management, program-portfolio, PMO
		Project management's organizational context
		Project Selection
		Project Roles
		Business Environment
	3: STAKEHOLDER MANAGEMENT	Identify Stakeholders
		Plan Stakeholder engagement
		Manage Stakeholder Engagement
		Monitor Stakeholder Engagement
	2 <sup>nd</sup> day	4. AGILE
Manifesto-Principles and Mindset		
Agile Team		
Common Agile Practices		
Stakeholder Engagement in Agile Environment		
5. PROCESSES AND DOMAINS		Project Life Cycle
		Project Management Processes Groups
		Knowledge Areas
		Project management by Domains
3 <sup>rd</sup> day	6. INTEGRATION MANAGEMENT	Develop Project Charter
		Develop Project Management Plan
		Direct and Manage Project Work
		Manage Project Knowledge
		Monitor and Control Project Control
		Perform Integrated Change Control
		Close Project or Phase
4 <sup>th</sup> day	7. SCOPE MANAGEMENT	Plan Scope Management
		Collect Requirements
		Define Scope
		Create WBS
		Validate Scope
		Control Scope

	8. SCHEDULE MANAGEMENT	Plan Schedule Management
		Define Activities
		Sequence Activities
		Estimate Activity Duration
		Develop Schedule
		Control Schedule
5 <sup>th</sup> day	9. BUDGET MANAGEMENT	Plan Cost Management
		Estimate Costs
		Determine Budget
		Control Costs
	10. QUALITY MANAGEMENT	Plan Quality Management
		Manage Quality
		Control Quality
		Quality Management Methods
6 <sup>th</sup> day	11. RESOURCES MANAGEMENT	Plan Resource Management
		Estimate Activity Resources
		Acquire Resources
		Develop Team
		Manage Team
		Control Resources
7 <sup>th</sup> day	12. COMMUNICATION MANAGEMENT	Plan Communication Management
		Manage Communications
		Control Communications
	13. RISK MANAGEMENT	Plan Risk Management
		Identify Risks
		Qualitative – Quantitative Risk Analysis
		Risk Responses
		Monitor Risks
	8 <sup>th</sup> day	14. PROCUREMENT MANAGEMENT
Conduct Procurement		
Control Procurement		
15. REVIEW		