Successful project managers take advantage of comprehensive scheduling tools and techniques to use resources optimally. By delaying or rescheduling tasks, allocating alternate resources and adjusting task dependencies, they ensure that the project meets its strategic goal. Successful project managers use tools, such as Microsoft Project, to create project schedules and automate scheduling processes. Using these sophisticated tools, project managers resolve issues that cause delays and impact product or service quality.

### Modules

**1. INTRODUCTION OF PROJECT MANAGEMENT**
- Strategy
- Project Management
- Project Life-Cycle
- Organisation
- Ethical and Legal Considerations

**2. MANAGING PLANS IN PROJECT MANAGEMENT**
- Plans
- Estimating
- Acceptance of Plans
- Project Reviews

**3. QUALITY IN PROJECT MANAGEMENT**
- Quality Management Systems
- Quality Standards
- Quality Plans
- Quality Assurance

**4. MANAGING CHANGE IN PROJECT MANAGEMENT**
- Responding to Change
- Controlling Change

**5. PROJECT RISK MANAGEMENT**
- Risk Identification
- Risk Evaluation
- Risk Planning

**6. MANAGING THE DEVELOPMENT AND DELIVERY OF PROJECT PRODUCTS**
- Product Definition
- Control During Production
- Resource Management
- Configuration Management and Change Control
- Delivery of Products
- Maintenance of Documentation
- Types of Documentation

**Duration** : Three (3) Months  
**Course Detail** : Two (2) Modules per month  
**Assessment** : Attendance (10%), Assignment (60%) and Quiz/Test (30%)  
**Contact hours** : 12 hours per module