

One-Day Project Management Seminar

Introduction:

- Welcome participants and introduce the purpose of the seminar.
- Highlight the importance of effective project management in achieving organizational goals.
- Briefly outline the agenda for the day.

Session 1: Fundamentals of Project Management

- Define what a project is and distinguish it from routine work.
- Discuss the key components of a project: scope, schedule, and budget.
- Explain the project life cycle and its phases.

Session 2: Project Initiation

- Discuss the importance of project initiation.
- Explain how to create a project charter.
- Identify stakeholders and their roles.

Session 3: Project Planning

- Discuss the significance of a well-thought-out project plan.
- Explain the process of defining project scope and objectives.
- Introduce the work breakdown structure (WBS).
- Discuss risk management and how to create a risk management plan.

Session 4: Project Scheduling

- Explain how to create a project schedule using techniques like Gantt charts and critical path analysis.
- Discuss resource allocation and levelling.
- Address common scheduling challenges.

Lunch Break

Session 5: Project Execution

- Discuss the importance of effective communication during project execution.
- Explain how to manage project teams and resolve conflicts.
- Cover change management and scope control.

Session 6: Monitoring and Controlling

- Explain the significance of project monitoring.
- Discuss key performance indicators (KPIs) and their role in project control.

- Introduce project management software tools.

Session 7: Project Closure

- Discuss the importance of proper project closure.
- Explain the steps involved in closing a project.
- Highlight the importance of lessons learned for future projects.

Session 8: Case Study and Group Activity

- Present a real-world project management case study.
- Divide participants into groups to analyse and discuss the case.
- Encourage participants to apply the knowledge gained throughout the day.

Session 9: Q&A and Discussion

- Open the floor for questions and discussion.
- Encourage participants to share their experiences and insights.
- Address any remaining doubts or concerns.

Session 10: Conclusion

- Summarize key takeaways from the seminar.
- Provide additional resources for further learning.
- Express gratitude to participants for their attendance.