



CYPRUS
INTERNATIONAL
INSTITUTE OF
MANAGEMENT

Project Management Essentials

Facilitated by **Mr. Andreas Solomou**

Dates:	22 and 23 January 2020
Time:	08:30 – 17:00
Location:	CIIM Nicosia, 21 Akademias Ave. 2107, Aglandjia
Language of Instruction:	English
CPDs	14

EXECUTIVE EDUCATION CENTRE

Creating **value** for people and organisations through
learning and **continuous professional**
development.



PROJECT MANAGEMENT ESSENTIALS

Programme Overview

The main effort of individuals and organizations in today's competitive environment is to achieve optimal efficiency, high flexibility, increased productivity and to foster innovation, in order to secure a competitive advantage. Project Management represents a strategic competence for organisations, and project management skills are considered a threshold capability.

The knowledge of project management standards is essential to acquire these skills.

Learning Objectives

The objective of the course is to provide participants the knowledge necessary to manage projects regardless of their size, application area and business sector. This knowledge includes the tools and techniques to effectively initiate, plan, execute, monitor, control and close the project.

By the end of the course, participants will be able to follow the essential steps in order to:

- Initiate the project
- Organise and Plan the project
- Develop the necessary scope, schedule and cost baselines
- Manage the performance aspects of the project
- Control the performance baseline of the project
- Effectively close the project

Designed for

- Project Managers
- Professionals who want to gain a practical methodology for managing their projects
- Professionals who undertake various projects regularly within their job role

Programme Focus

Project Management Principals and the Project Environment

- Project Management Standards vs Methodologies vs Bodies of Knowledge
- Review of the Project Management terms and concepts: Projects, Programs, Portfolios, associated Lifecycles
- Project Stakeholders

Project Initiation

- The importance of setting the right foundation of the project
- Project justification and authorisation
- Identification and analysis of the Project Stakeholders

Project Management Plan

- How the project plan is developed – Step by step

Programme Focus (cont.)

Requirements Documentation

- Requirements documentation and requirements management.

Defining the Project Scope

- What is the Project Scope?
- The Product Scope and the Project Scope

Scheduling

- Further decomposition of the Scope into activities
- Resources and Assignments
- Developing the schedule using established Project Management methods and tools

Budgeting

- Cost classification
- Components of the project budget
- Understanding the Project Performance Baseline

Human Resources and Communication in Projects

- Introduction to motivational and management theories

Project Execution

- Project Communications – Processes and documentation
- Change Management process

Project Performance management

- Identifying variances
- Forecasting the Project

Trainer



Mr. Andreas Solomou has substantial experience in managerial positions. He has managed numerous projects in the fields of product development and education. Since 2006, he has been training professionals in various fields including project management.

He holds a Master's degree in business administration (MBA), and he is a certified project manager (PMP) by PMI (Project Management Institute), as well as a certified trainer of Microsoft (MCT). He also has an MCTS (Microsoft Certified Technology Specialist) certification for managing projects using information systems. He regularly delivers training to ECDL's professional trainers regarding Project Planning.

Programme Fees

Gross Fee:	€405,00
HRDA Subsidy:	€0,00
Net fee (after subsidy):	€405,00

***No VAT is charged due to CIIM's non-profit status.**

Fees include tuition, educational materials, lunch, coffee breaks and refreshments.

Special Discounts %

10% Discount

- **Early booking discount** for registrations submitted 2 months prior to commencement of the programme.
- **For 2 registered employees** attending from the same organisation.

15% Discount

- For **CIIM students and Alumni** after the subsidy or 25% discount on programmes which are not subsidized by the HRDA. Terms and Conditions apply.
- **For 3 or more** registered employees attending from the same organisation.
- **For unemployed individuals** on the fee before the subsidy and can remit their payment in instalments. Additionally, they will have the opportunity to liaise with CIIMs' Careers Consultant and register their details in the Executive Recruitment Database. Terms and Conditions apply.

Contact Us

For more information on our open programmes or on our customised learning solutions, please contact:

T: 77 77 24 46, Email: execadmin@ciim.ac.cy

CIIM EXECUTIVE EDUCATION CENTRE

- ▶ CIIM Executive Education Centre provides a dynamic learning and scientifically inspired environment in which learners receive a transformational learning experience.
- ▶ Our training sessions are meticulously planned by our trainer and are designed in a manner geared toward the maximization of efficiency. Your time is valuable, and so is ours, so our goal is to best prepare you while taking up the least amount of your time possible.
- ▶ Our aim is always positively affecting performance through learning and development.

ACCREDITATIONS

