Diploma in Project Management

Project management is an approach of planning, organising, and managing resources to bring about the flourishing achievement of specific project goals and objectives.

Why does the course exists – The course provides a framework to help guide the progress of projects, which is crucial in today's environment. Accurate, timely, and relevant information is essential to the decision-making process of an organisation, quality management plays a key role in assuring the organisation meets the customer requirements.

How does it fits into the larger programme – Every organisation needs to focus on quality, planning, executing and coordinating a variety of projects. Project management is an essential element of operations in today's advancing, team-based business industries.

For who it was designed – The course is designed for those in management or candidates interested in pursuing fundamental skills in using methodology and processes to reach goals and complete tasks.

How it will benefit candidates – Project management careers are generally pursued at the management level. Every industry that requires planning, execution, control or supervision of team members, and closing of the project is overseen by an assigned project manager.

Subjects:
- Project Management Skills
- Project Management Information Systems
- Business Analysis
- Project Quality Management
- Project Risk Management

Project Management - project management is a set of agreed upon knowledge (rules) that allow one to manage and communicate all the details, schedules, people, budgets, performance etc. that goes in to creating 'new' stuff. Project management is an approach of planning, organizing, and managing resources to bring about the flourishing achievement of specific project goals and objectives. Project management is a carefully planned and organised effort to accomplish a specific (and usually) one-time effort, for example, constructing a building or implementing a new computer system. Project management includes developing a project plan, which includes defining project goals and objectives, specifying tasks or how goals will be achieved, what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan, along with careful controls to stay on the "critical path", that is, to ensure the plan is being managed according to plan. Project management usually follows major phases (with various titles for these phases), including feasibility study, project planning, implementation, evaluation and support/maintenance.

Project Management Information Systems - provides a framework to help guide the progress of IT projects. In life, something is born, grows, matures and eventually dies – this is known as System

Life Cycle, and the same applies to computer projects. We all know that accurate, timely, and relevant information is essential to the decision-making process of a project and that relying on an inadequate information system puts a project at risk. We all know that information is a valuable resource for project managers. Despite the fact that we all know these things, project managers often fail to deliver the types of information needed to ensure project success. Implementing a project management information system is one way to address critical project information needs.

Business Analysis – Business Analysis is a term which refers to the process of firstly identifying the needs of the business and then developing and implementing the solutions to meet them. Business analysis techniques are applied to develop an appropriate plan and then put it in to action. Business Analysts are an important asset to every business, they apply their skills to take the big picture and break it into smaller parts, making it easier to ensure that company resources are being utilized in the most efficient manner. Business analysis always focuses upon goals, but in a bi-directional fashion. Business analysis can be implemented to both set goals, and to achieve them. These goals will cover strategic business practices encompassing IT, business processes, corporate policies, structure and trading strategies across the entire enterprise.

Project Quality Management - is all about the synergy of continuous improvement of the project and the principal of project delivery. Using a Quality Management approach plays a key role in assuring the project meets the customer requirements. The three processes associated with Project Quality Management are: **Quality Planning** – identifies the standards which are relevant to the project and how to assure the standards are achieved. This is a key process of the planning process group.

Quality Assurance is the execution of the quality activities during project execution. **Quality Control** is monitoring deliverables to evaluate whether they comply with the project's quality standards and to identify how to permanently remove causes of unsatisfactory performance. This process occurs as a part of the monitoring and controlling process group.

Project Risk Management - risk is something that may happen and if it does, will have a positive or negative impact on the project. A few points here. "That may happen" implies a probability of less then 100%. If it has a probability of 100% - in other words it will happen - it is an issue. An issue is managed differently to a risk. A risk must also have a probability something above 0%. It must be a chance to happen or it is not a risk. The second thing to consider from the definition is "will have a positive or negative impact". Almost everything in today's business world involves a risk of some kind: customer habits change, new competitors appear, factors outside the organisation control could delay a project. But formal risk analysis and risk management can help to assess these risks and decide what actions to take to minimize disruptions. They will also help to decide whether the strategies used to control risk are cost-effective.