

## Effective Project Coordination & Management

Course code: PM-013



### SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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## — Workshop Overview

Projects frequently fail, not because of a lack of technical skills on the part of those executing the project, but because of inadequate coordination, integration, communication and control of project activities, people, stakeholders and contractors. This is due mainly to the inability of many project managers to successfully apply the tools and techniques of modern project coordination and control to their projects, as well as to manage and motivate the human resources assigned to the project. In addition to the financial losses suffered by the organization, many such projects also fail to deliver the required quality of outcomes intended for the project, as a direct consequence of the inadequate identification, definition, planning and control of client or end-user requirements. At this level of management, project and program managers interface to a much larger degree with the strategic business goals and objectives of the company, and are typically involved in strategic business and financial decisions affecting the overall success and efficiency of the organization. Hence, integration and beneficial utilization of organizational resources, and the application of project portfolio management skills, become critical to the effective and successful delivery of projects.

### Why Attend

Delegates will develop fundamental project management performance and control skills and knowledge through formal and interactive learning methods. This Effective Project Coordination & Management training course includes team projects, applicable case studies, group discussion and critical analysis of video material

### Who Should Attend

Project Management Professionals  
Project Planning Engineers and Managers  
Senior Project Control and Business Services  
Professionals who have the responsibility for planning and controlling project schedules and costs in client and contracting companies

## — Learning Objectives

- Gain knowledge of techniques used in project planning and control
- Systematically define, design, and integrate end-user requirements in the project
- Identify risk sources and learn how to mitigate potential risks and deal with uncertainty
- Learn how to administer project documentation and reporting
- Develop effective performance monitoring and control systems
- Effectively select, develop, and manage human resource

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## Course Outline

DAY  
1

### Standard for Project Management Life Cycle

- Project Management Processes
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

DAY  
2

### Project Integration Management

- What is Project Integration Management?
- Develop Project Charter
- Workshop
- Organizational Structures
- Functional Organization
- Weak Matrix Organization
- Strong Matrix Organization
- Balanced Matrix Organization
- Projectized Organization
- Organizational Structure Influences on Projects

DAY  
3

### Selecting and Developing the Project Team

- The Communication Loop
- Stages of Team Development
- Dynamics of Team Development
- Types of Power / Authority
- Maslow's Hierarchy
- Human Resource Management
- What is Leadership?
- Definition of a Team
- Situational Leadership Styles

DAY  
**4**

## Project Quality Management

- What is Project Quality Management?
- Quality Planning
- Quality Management
- Perform Quality Assurance
- Perform Quality Control
- Cause-and-Effect Diagram
- Control Charts
- Flowcharting
- Pareto Diagram
- Run Chart
- Workshop

DAY  
**5**

## Project Risk and Contingency Analysis

- Definitions - What is Risk?
- Risk Management Process
- Risk Management Model
- Identifying Potential Risk Events
- Qualitative and Semi-Quantitative Risk Analysis Techniques
- Risk Matrices and Risk Ranking
- Progressive Risk Management Plan Development
- Detailed Risk Quantification and Prioritisation
- Expected Monetary Value Concepts
- Risk Quantification and Expected Monetary Value
- Risk Register
- Probability and Impact Matrix
- Risk Response Planning
- Strategies for Risk Response Planning
- Contingency Plan
- Workshop

## — Upcoming Classroom Dates

Schedule available on request. Contact SPARK Training for current dates, locations, and fees.

## — Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact [info@sparktraining.eu](mailto:info@sparktraining.eu) or +31 85 115 0004.