



## Project Management Essentials

Strengthen your project management skills to deliver effective and sustainable results within budgets and deadlines

#Management #online #Up to 2 months #Virtual Campus #Programme management #Project Management

### Introduction

This course walks participants through the “nuts and bolts” of project management, from setting priorities to controlling expenses and reporting on results.

It provides support and practical activities and useful examples to help participants apply these skills to their daily work.



**Where** ONLINE



**When** 03 Oct - 04 Nov 2016



**Fee** 1250 USD



**Duration** 5 weeks



**Enrollment deadline** 24 Sep 2016



**Contact** [learninglab@unssc.org](mailto:learninglab@unssc.org)



**Language** English

## Objectives

Upon successful completion of this course, participants will:

- Be prepared to initiate and plan a project;
- Set priorities to control expenses and report on results;
- Recognize different styles and how to modify approach accordingly to influence our project sponsor, team, and stakeholders;
- Develop a work breakdown structure for a project using a mindmapping or project scheduling tools;
- Create a network diagram using a project scheduling tool;
- Identify dependencies and risks that must be considered in order to successfully manage expectations and deliver successfully;
- Identify risks, perform qualitative risk analysis, and plan risk responses.

## Course Contents

### 1. Key concepts of project management

- What project management is
- Project management basics

### 2. Project planning

- A Project's Life Cycle
- Selling a Project
- Preparing Your Project
- Project Goals

### 3. Work breakdown structure and planning tools

- What Really Needs to Be Done?
- The Work Breakdown Structure
- Planning Tools

### 4. Project Risks and Contingency Planning

- Project Risks
- Contingency Planning

### 5. Project Status Reporting and Project Closing

- Communication Tips
- Closing Out a Project

## Course Methodology

The live online sessions are conducted in the WebEx platform with toll and toll-free numbers and/or VoIP for the audio component. No special software is required. Using a computer with a DSL/broadband Internet connection and a headset/microphone to participate in webinars is recommended for the best experience.

The webinar learning consists of five instructor-led online sessions every THURSDAY from 2:00 pm – 4:00 pm Rome Time or 8:00 am – 10:00 am New York Time. In addition to the instructor-led sessions, there will be a webinar session with a senior UN staff member who will share her/his experience within the UN context.

Forum discussions are designed and structured on UNKampus, the Staff College's Learning Management System.

## Target Audience

Professional UN staff at headquarters and field locations, project managers, project sponsors, team leaders, project team members, and stakeholders.

## Cost of participation

The course fee of 1,250 USD covers full participation in the online course.