UNITED NATIONS SYSTEM STAFF COLLEGE

Project Management Essentials

Plan, execute and complete successful projects within your team and your organization.

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

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.

The UN System Staff College partnered with the experts at the Project Management Institute (PMI®) to develop this highly specialized course.

Where ONLINE

When 02 Oct - 03 Nov 2017

Fee 1250 USD

Duration 5 weeks

Enrollment deadline 29 Sep 2017

Contact learninglab@unssc.org

Language English

Objectives

Upon successful completion of this course, participants will:

- Describe basic concepts and principles of project management;
- Recognize different styles of influence and adopt different approaches in order to increase influence vis-à-vis their team and stakeholders;
- Identify the preparatory steps for any type of project and define clear project goals;
- Apply concepts and techniques to develop accurate project estimates and schedules;
- Identify and assess the risks involved in project management, by performing qualitative risk analysis and planning risk responses;
- Develop effective communication skills to allow accurate project status reporting and project closing.

Course Contents

- **Week 1 – Key Concepts of Project Management**: In this session, we introduce the programme and walk through key concepts that are relevant, regardless of the types of projects you work on or your level in the organization. Also, we will talk about the people side of project management. Our team members and stakeholders have unique tendencies and preferences that influence how we interact with them. We discuss how recognizing different styles and modifying our approach accordingly can significantly help us influence our project sponsor, team, and stakeholders.
- **Week 2 – Project Planning:** It can be tempting to just start working on a project without doing sufficient planning. How can we best start a project with momentum while avoiding the paralyzing effects of over-analysing? This session discusses best practices for initiating and planning a project.
- **Week 3 – Work Breakdown Structure and Planning Tools**: Projects almost always require more work than originally anticipated. This session focuses on how to more fully understand all the work that is required for a project. We also discuss techniques and concepts to help you develop more accurate estimates.
- **Week 4 – Project Risks and Contingency Planning**: Every project has dependencies and risks that must be considered in order to successfully manage expectations and deliver successfully. This session discusses best practices in scheduling and risk management. We also have a practical discussion about critical path, including what it is and how it can help you stay on track.
- **Week 5** – **Project Status Reporting and Project Closing**: As projects continue towards completion, it is important to keep people up-to-date with project status. In this session we will discuss some of the important lessons in project status reporting and project closing. We will also talk about the challenges and opportunities in creating a culture of project delivery.

Faculty

Andrew A. Kaufman

Course Methodology

This course is delivered online. It combines synchronized sessions in our virtual classroom, led by subject experts, with self-paced activities and interactive group discussions.

The weekly synchronized sessions are conducted on the WebEx online platform. Participants need a computer (or mobile device), a reliable internet connection and either headset with microphone to connect to the audio through the computer, or a telephone. We recommend accessing audio through the computer. No special software is required; but participants must be able to access WebEx, so please check the admin rights on your computer. We will send instructions for WebEx access to registered participants. We recommend you download the application and test your access in advance.

The five synchronized online sessions are from 2:00 pm – 4:00 pm Rome-time (8:00 am – 10:00 am New York-time), on MONDAYS (Oct. 2, 9, 16, 23, 30).

The self-paced components and discussion forum for each week of the course are designed and structured on the UNKampus, UNSSC's Learning Platform.

Target Audience

UN professional staff at headquarters and field locations with responsibilities in project design, management and/or reporting .

Cost of participation

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