VIRAK
People and Project Skills

2.5 - Day Successful Project Management with Simultrain®

Workshop Description
A 2.5 - day intensive, interactive workshop that enables participants to develop useful and immediately applicable skills in managing projects. This workshop focuses on using hands-on exercises, case studies and teamwork as well as the acclaimed Simultrain® game-based project simulator. It is suited to project team members, new Project Managers, and Project Managers needing a refresher.

Take away benefits
- Have a clear, solid and common understanding of the project management process
- Understand the importance of a sponsor and how to use this role effectively
- Understand and use project management tools within the project process
- Understand the soft skills and leadership aspects of managing projects
- Be able to build and manage a project team effectively
- Toolkit with the main standard documents, checklists and logs
- Be better prepared when working in projects

Workshop Outline
The workshop is based on the standard PMI® methodology and covers the whole Project Management process, blending multimedia with classroom training:

Day 1
- Project Management fundamentals
- Initiation
- Project Charter
- Stakeholder Analysis
- Planning
- Requirements
- WBS
- Schedules
- Estimation
- Dependencies and critical path

Day 2
- Review of day 1
- Risk
- Communication and team building
- Introduction to Simultrain
- Simultrain part 1
- Status Reports to Steering Committee

Day 3

- Review of day 2
- Team Management
- Communications
- Project Execution
- Monitoring and Controlling
- Managing quality
- Tracking change
- Follow up on Simultrain part 1 and planning of part 2
- Simultrain part 2
- Project delivery and closure
- Lessons Learned presentations