



# **Project Management Tools & Application Techniques**

## **Course Contents**

### **1) Introduction**

- Project justification and prioritization techniques  
-FMEA approach, Risk assessment, Benefit cost analysis, Project selection analysis (Payback period, NPV, IRR, ROI & ROA)
- Project planning and estimation (Sequence of activities)
- Monitoring and measure project activity

### **2) Project Charter and Plan**

- Project charter, Project plan elements and Work breakdown structure
- Planning tools (PERT, CPM and Gantt charts)
- Project documentation (Project review, Measurement of project activity, and Project reports)
- Charter negotiation

### **3) Organization Team Leadership**

- Initiating teams (Team leadership and Types of teams, Process owner , Team member role and Timekeeper)
- Selecting Team members (Size and diversity)
- Team Stages (Forming, Storming, Norming, performing and Life cycle characteristics)

### **4) Team Dynamics & Performance**

- Team building techniques (Project selection, Six Sigma-DMAIC approach and Problem solving steps)
- Facilitation techniques (Groupthink, Team problem areas and Management presentations)
- Team Performance factors
- Team Tools (Nominal group techniques, Force field analysis etc)

### **5) Change Agent**

- Managing Change (Change process and Resistance to change)
- Organizational road Blocks
  - Types of organization- Flat, Tall (vertical), Functional, Product, Team based etc
  - Culture roadblock, Subculture and National culture concern, Organizational culture concerns
- Conflict Resolution & Negotiation Techniques - Positive & negative Conflicts, Effort/ impact, Brainstorming, Win-win negotiation,



- Motivation Techniques- Hawthorne, Abraham Maslow, Douglas McGregor, Jon enrichment, Empowerment, Motivating work force
- Communication- Downward flow, Upward flow, Horizontal, Formal and Informal, Questioning techniques and Listening strategies

## **6) Project case studies with participants**

### **Award of Certificate**

Certificate of successful completion will be issued to participants who have attended at least 75% of the course.

### **Course Dates (2 Days, 9am – 5pm)**

Refer to our website.

### **Course Fees**

**S\$ 440 (For SQI Member)**

**S\$ 490 (For Non-Member)**

*GST is not applicable. Price is inclusive of two tea breaks.*

(SDF funding available for SME Only – Application via [www.sdf.gov.sg](http://www.sdf.gov.sg))

Course fees are subjected to change without prior notice.

### **Training Venue**

Training will be conducted in SQI, 66 Tannery Lane #06-07 Sindo Building S347805

### **For more information, please contact:**

SQI International Pte Ltd (SQI)

66 Tannery Lane #01-01G Sindo Building Singapore 347805

Tel : (65) 6746 0651 / 6749 0728

Fax : (65) 6746 1351

Email : [enquiries@sqiisolutions.com](mailto:enquiries@sqiisolutions.com)

Website: [www.sqiisolutions.com](http://www.sqiisolutions.com)