

PROJECT MANAGEMENT TRAINING CURRICULUM

LEARNING PHILOSOPHY

TALICA is dedicated to providing quality project management training for all levels. Our trainers have concrete project management knowledge, are skilled communicators and presenters, and relate course material to real-life experiences.

We provide a professional learning environment that promotes class participation and knowledge sharing. The majority of our training is based on the world-wide recognized Project Management Body of Knowledge (PMBOK®) from the Project Management Institute ([PMI](http://www.pmi.org)). Some training is offered in a workshop format where participants – normally from the same company – apply tools & techniques immediately during the training, promoting learning and giving your company immediate benefits.

Level	Description	Pre-requisite
Level I	<ul style="list-style-type: none"> ▪ Introductory courses 	<ul style="list-style-type: none"> ▪ Participant has no or limited knowledge of Project Management
Level II	<ul style="list-style-type: none"> ▪ Courses provide detailed knowledge of Project Management tools, techniques, and skills 	<ul style="list-style-type: none"> ▪ Participant has been practicing Project Management full-time for at least 2 years.
Level III	<ul style="list-style-type: none"> ▪ Courses provide in-depth knowledge of a specific area of Project Management 	<ul style="list-style-type: none"> ▪ Participant has very strong project management knowledge and has been practicing PM full time for over 5 years
Workshops	<ul style="list-style-type: none"> ▪ Normally divided ¼ training and ¾ class participation. ▪ Meant to cover a specific topic and encourages participants to share knowledge ▪ Great team-building environment 	<ul style="list-style-type: none"> ▪ Participant has some knowledge of Project Management ▪ Project Management is a key function in your organization

CUSTOMIZATION

TALICA can customize the content of any course to a specific industry or company and therefore provide more meaningful education.

TESTING & CERTIFICATION

Level II & Level III courses require a pre-examination to evaluate the candidate's skills before the training to ensure that all participants are at about the same level of knowledge. At the end of the training there is a written Pass/Fail exam to ensure that the candidate is ready to apply the course material in your organization.

LEVEL I TRAINING

101 INTRODUCTION TO PROJECT MANAGEMENT (Level I)

Objective:	Understand the Project Management philosophy and terminology and see how it can help you and your organization to better perform
Training Content:	<ul style="list-style-type: none"> ▪ Learn what projects are about ▪ Learn the 5 Project Management Processes & the project phases ▪ Learn the 9 Project Management knowledge areas ▪ Understand how to apply this knowledge to managing projects
Duration:	1 day
Target Participants:	Recent graduates interested in a carrier in project management, project coordinators, project expeditors, project engineers, engineers, technical staff, contractors, construction supervisors, construction superintendents, field administrators, recent project managers, recent IT managers

102 PROJECT MANAGEMENT: ESSENTIALS (Level I)

Objective:	Learn how to complete projects on time, on budget, and within scope
Training Content:	<ul style="list-style-type: none"> ▪ Develop the project charter (abbreviated version) ▪ Produce a detailed project scope statement and breakdown this scope into manageable deliverables ▪ Define, sequence, and estimate duration of activities and to produce a detailed project schedule ▪ Estimate cost by activity and produce a project budget ▪ Publish the Project Plan (abbreviated version) ▪ Manage changes to your scope, schedule, or cost
Duration:	3 days
Target Participants:	Recent graduates looking for a carrier in project management, engineers working in construction & manufacturing, project coordinators, project expeditors, project engineers, technical staff, contractors, construction supervisors, construction superintendents, field administrators, project managers, IT managers, general managers, departmental managers

103 MANAGEMENT BY PROJECTS (Level I)

Objective:	Learn how to apply basic Project Management principles to manage your day-to-day activities and assist your organization – as a whole – to better perform and meet deadlines and budgets
Training Content:	<p>Course is customized for your company based on your top management goals and objectives:</p> <ul style="list-style-type: none"> ▪ Overview of what projects are about ▪ Learn the 5 Project Management Processes & the project phases ▪ Learn the 9 Project Management knowledge areas ▪ Understand how to apply this knowledge to managing projects in your organization
Duration:	2 days
Target Participants:	Anyone working in an organization that values the benefits of project management

LEVEL II & III TRAINING

201 ADVANCED PROJECT MANAGEMENT (Level II)

Objective:	Master the tools and techniques to effectively and successfully manage projects
Training Content:	<ul style="list-style-type: none"> ▪ Overview of Project Management ▪ Master the 5 Project Management Processes & the project phases ▪ Master the 9 Project Management knowledge areas ▪ Understand how to apply this knowledge to managing projects in your organization ▪ Pass/Fail exam
Duration:	5 days
Target Participants:	Project managers, project directors, IT managers, Sr. technical professionals, general managers, Sr. engineers working in construction & manufacturing, project coordinators, project expeditors, project engineers, contractors, construction supervisors

301 PROJECT MANAGEMENT: IMPLEMENTING CHANGE CONTROL (Level III)

Objective:	Implement a Change Control System in your company and improve your bottom-line
Training Content:	<ul style="list-style-type: none"> ▪ Overview of basic Project Management ▪ Establishing baselines ▪ Scope Change Control ▪ Schedule Change Control ▪ Cost Change Control ▪ Quality Change Control ▪ Risk Change Control ▪ Integrated Change Control ▪ Establish a Change Control Board ▪ Pass/Fail exam
Duration:	2 days
Target Participants:	Project managers, project directors, IT managers, general managers, project engineers, contractors, construction supervisors

302 PROJECT MANAGEMENT: PROCUREMENT OF SUPPLIERS, CONSULTANTS AND CONTRACTORS (Level III)

Objective:	Learn how to effectively source, select, and administer suppliers, consultants, and contractors
Training Content:	<ul style="list-style-type: none"> ▪ Overview of basic Project Management ▪ Develop a purchasing plan ▪ Prepare contract documents ▪ Carry-out solicitation ▪ Evaluate and select sellers ▪ Administer the contracts ▪ Expedite equipment ▪ Close contracts ▪ Pass/Fail exam
Duration:	3 days
Target Participants:	Project managers, project directors, IT managers, Sr. technical professionals, general managers, Sr. engineers working in construction & manufacturing, project coordinators, project expeditors, project engineers, contractors, construction supervisors, purchasing agents, purchasing staff, buyers

WORKSHOPS

401 PROJECT MANAGEMENT: RISKS & OPPORTUNITIES WORKSHOP

Objective:	Identify risks and opportunities on your project and develop response plans to avoid, mitigate, or transfer the risks and to exploit or enhance opportunities
Training Content:	<ul style="list-style-type: none">▪ Overview of risk management (by instructor)▪ Identify risks (by participants, instructor is a facilitator)▪ Analyse risks (by participants, instructor is a facilitator)▪ Develop initial risk response plans (by participants, instructor is a facilitator)▪ Produce Risk Response Plan (by instructor)
Duration:	1-2 days, with work prior to workshop and after workshop
Target Participants:	Employees within the same company working on common project(s)