



DIGILEAF INC.

Leading Excellence Among Fellows

Quality Project Management

This training program shall provide a step-by-step guide in managing projects from initiation to closing to improve likelihood of delivering projects successfully.

This program shall provide a comprehensive instruction on how to go through Method123 Project Management Methodology (MPMM), which was developed by experts and is used by hundreds of companies worldwide.

Learners shall obtain a deeper perspective in managing projects, the advantages and demands of implementing a project management culture, and the benefits of advancing organizational project management maturity.

Course Curricula

1. Essentials of Project Management
2. Understanding Project Planning
3. Managing Project Quality
4. Managing Project Risks and Establishing Effective Procurement Strategies
5. Managing Project Acceptance
6. Executing a Project and Formal Project Closure



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Quality Project Management Modules

Module 1: Essentials of Project Management

This module provides the basics of project management through the introduction of essential project management concepts and terminologies based on the BSP PM Methodology. Participants will learn how to identify project components, select a project and properly provide a firm foundation for a project.

Duration: 2 day(s)

Prerequisite: None

Module 2: Understanding Project Planning

This module covers how to establish time durations and estimating project cost. Participants shall realize the value of performing estimation using scientific estimation techniques instead of depending on subjective estimates. Cost estimation and budgeting techniques are discussed in detail.

Duration: 1 day

Prerequisite(s):

1. Ability to interpret a business case
2. Ability to interpret a project charter
3. Ability to write business and solution requirements

Module 3: Managing Project Quality

This module emphasizes how to engage quality measures as early indicators of the level of customer acceptance as well as the probable benefit of realization. This module covers the assurance of proper project preparation, the actual review of results (not the performance), early problem detection, and the assurance of follow-up on open project items.

Duration: 1 day(s)

Prerequisite(s):

1. Knowledge of Project Lifecycle
2. Ability to interpret a Work breakdown structure

Module 4: Managing Project Risks and Establishing Effective Procurement Strategies

This module covers the complete cycle of managing probable uncertainties within the project. It covers the identification of risk early within the project inception and management of such until project closure. This also addresses the identification, analysis, and decision making for possible project solutions that would entail procurement and contracting strategies.

Duration: 2 day(s)

Prerequisite(s):

1. Knowledge of Project's Assumptions and Constraints
2. Knowledge of the Philippines' Procurement Act (RA 9184)
3. Ability to interpret a Work breakdown structure



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Module 5: Managing Project Acceptance

This module focuses on the identified project processes that would necessitate the acceptance from the customers. It focuses on the dynamics of identifying the criteria for each deliverable, defining the acceptance process, early definition of term of acceptance within the project plan, and the review process execution.

Duration: 1 day(s)

Prerequisite:

1. Knowledge of Project Metrics
2. Writing Project Requirements
3. Knowledge of Project Artifacts
4. Ability to interpret a Work breakdown structure

Module 6: Executing Project and Formal Project Closure

This module covers the execution of the project plan and tracking whether the deliverables are completed according to schedule. It also encompasses the last phase of the project lifecycle. The commencement of the project closure begins with the commencement of project “clean up” prior to declaration of project success. This module emphasizes on the execution and closeout of existing items of the project. This module also includes the finalization of existing contracts and closure thereof.

Duration: 1 day(s)

Prerequisite(s):

1. Knowledge of Project Metrics
2. Knowledge of Project Artifacts