



## **Tools and Techniques for Project Management: Level 2**

PIK133-1225 PRS-2



**Place:** Paris (FRANCE)

**Venue:**

**Start Date:** 15-12-2025

**End Date:** 30-12-2025

**PPP:** £5550



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**If you can't train them,  
you can't blame them!**

### **Short Description:**

Develop a solid foundation of project management tools and techniques with this comprehensive level 2 program. Discover a wealth of valuable, flexible and easy to use tools and techniques that you can use immediately to help ensure the success of any project in any type of organisation. This program covers the entire project life cycle as it incorporates practices that are critical to project success.

### **Course Overview:**

#### ***Objectives:***

- Identify and prioritise project requirements to ensure successful delivery and stakeholder satisfaction.
- Apply best practices to plan and run a project successfully using proven project management processes.
- Implement risk management tools and techniques for identification, analysis and development of strategies.
- Estimate resources and budgets, and schedule task work and duration with confidence.

#### ***Methodology:***

Participants will learn by active participation throughout the programme through the use of program materials, exercises, questionnaires, training videos and discussion of "real life" issues in their organisations. This approach yields a comprehensive project management experience that can immediately be applied to your job.

#### ***Summary:***

*Project Management level 2* gives you the foundation, techniques and tools to:

- Manage each stage of the project life cycle.
- Work within organisational and cost constraints.
- Set goals tied directly to stakeholder needs.
- Get the most from your project management team, and
- Utilise up-to-date project management tools to get the work done on time, according to specifications and within budget.

## **Program Outline:**

### **Day 1: The Framework of Project Management**

1. Choosing the right project lifecycle model.
2. Identifying and analysing project stakeholders.
3. Monitoring and controlling work.
4. Controlling change.
5. Developing a project management plan.

### **Day 2: Project Management Processes**

1. What is a process?
2. Project Management process groups.
3. Project Management knowledge areas.
4. Developing a project charter.
5. Documenting the project scope.

### **Day 3: Tools and Techniques for Project Scope Management**

1. Scope planning.
2. Scope definition.
3. Developing the Work Breakdown Structure.
4. Scope verification.
5. Scope control.

### **Day 4: Tools and Techniques for Project Time Management**

1. Activity Definition and Activity Sequencing.
2. Resource Estimating.
3. Duration Estimating.

4. Schedule Development.
5. Schedule Control.

### **Day 5: Tools and Techniques for Project Cost Management**

1. Cost estimating.
2. Cost Budgeting.
3. Cost Control.
4. CPA in Project Management (PM).
5. Crashing the Project.

### **Day 6: Tools and Techniques for Project Quality Management**

1. What is Quality in PM.
2. Quality Planning.
3. Quality Assurance.
4. Quality Control.
5. Towards a TQM in PM.

### **Day 7: Tools and Techniques for Project Human Resource Management**

1. HR Planning.
2. Team Acquisition.
3. Team Development.
4. Team Management.
5. Team Challenges in PM.

### **Day 8: Tools and Techniques for Project Communication Management**

1. Communication Planning.
2. Information Distribution.
3. Performance Reporting.
4. Managing Stakeholders.
5. Virtual Teams.

### **Day 9: Tools and Techniques for Project Risk Management**

1. Risk Management Planning.
2. Identifying Risk.



3. Qualitative and Quantitative Risk Analysis.
4. Risk Response Planning.
5. Monitoring and Controlling Risk.

## **Day 10: Tools and Techniques for Project Procurement Management**

1. Procurement and Contract Planning.
2. Solicitation.
3. Vendor Selection.
4. Contract Management.
5. Case-Study.