



# AMIANA

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# TOTAL QUALITY MANAGEMENT IN PROJECT ADMINISTRATION

## PREMISE

Total Project Management (TPM) is a holistic approach to equipping project teams with all-round project cycle management knowledge, skills and attitude that would enhance their capacity to function optimally and harmoniously across any phase of the project cycle right from project conception to project completion. In actualizing a total project management framework, people, process, and technology are regarded as the key drivers in the project management environment. Excellent collaboration and communication must be developed as norms within the organization. This style of project management drives accountability into the process and creates a platform for continuous corporate and individual performance improvement while the project lasts.

This training program would also equip participants with the emerging principles and techniques of project management functions such as project design, planning, procurement procedures stakeholder management amongst others. The approach will be very practical and interactive.

## SPECIFIC OBJECTIVES

***At the end of this training, participants will be able to;***

- Understand essential Project management terminologies that will enable effective communication within project peers
- Acquire the skills of maintaining control of time, scope, quality and costs in project management
- Acquire the skills needed in procurement planning and management
- Effectively monitor and evaluate project outcomes using appropriate tools and methods
- Master the effective ways of monitoring and controlling projects.
- Learn the best practices in establishing

and using proper communication channels.

- Implement effective Project Scope Planning & Work Breakdown

## COURSE CONTENTS

- Overview of Project Total Quality Management: Concepts, Principles and Practice
- Effective Project Financial and Disbursement Management
- Project Monitoring and Evaluation: Tools and Techniques
- Project Procurement Planning and Contract Administration
- Managing Community/Organizational Resources for Optimum Productivity
- Operational Risk Management in Projects
- Quality Assurance in Project Total Quality Management in Project Administration

## TARGET AUDIENCE

Project managers, project coordinators, project directors, project finance officers, project procurement officers, project communications officers, project M&E officers, technical officers, project training officers, community development officers, project operations officers etc.

VENUE	DATE	COURSE FEE
DUBAI	4th - 8th March, 2019	US\$3,000
S/AFRICA	17th - 21st June, 2019	US\$2,500