

COURSE TITLE	PROJECT MANAGEMENT
COURSE AIM	To convey knowledge, skills, tools and techniques to project activities in order to meet or exceed stakeholder needs and expectations from a project.
COURSE CONTENTS	<ol style="list-style-type: none"> 1. Specify requirements for project 2. Develop means of implementation 3. Produce and agree on specifications 4. Estimate and Identify Sources 5. Work breakdown structure 6. Procuring Resources 7. Programme and Schedules 8. Work plan and methods for teams and individuals 9. Monitor and evaluate the work being performed 10. Provide feedback on performance 11. Manage contractual arrangements for project 12. Review and Select Tenders 13. Improve selected tenders by negotiation
DURATION	50 hours
SCHEDULE	Twice a week, evenings.
VENUE	At the ETC Training Complex in Hal Far.
INTENDED FOR	Mature adults who are highly motivated to pursue further studies with some experience in management post/s.
FEE	Nil



Operational Programme II – Cohesion Policy 2007-2013
Empowering People for More Jobs and a Better Quality of Life
 Aid Schemes part-financed by the European Union
 European Social Fund (ESF)
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CERTIFICATION

The Institute will award Certificates to candidates who pass a final examination set by the Institute.



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