Computerized Project Management(CPM) Course Details

Department: Project Management

Presented by Magna Skills Development Institute

Date Created: 09-May-2025

Training Coordinator: Denis Wunganayi

Course Summary

This comprehensive Computerized Project Management (CPM) course offered by Magna Skills is designed to equip professionals with the essential skills and knowledge required to effectively plan, execute, and control projects using cutting-edge computerized project management tools.

Participants will gain hands-on experience with industry-leading project management software and develop a deep understanding of how to leverage technology for successful project delivery.

Course Objectives

1. **Mastering Project Planning:** Learn the fundamentals of project planning and scheduling using computerized tools to create realistic project timelines and allocate resources efficiently.
2. **Effective Communication and Collaboration:** Explore the communication and collaboration features of project management software to enhance team connectivity, facilitate real-time information sharing, and ensure seamless project coordination.
3. **Resource Management:** Understand how to optimize resource utilization through computerized tools, ensuring that project teams have the right skills and capacity to meet project objectives.
4. **Risk Management:** Utilize computerized project management tools to identify, assess, and mitigate project risks, ensuring a proactive approach to risk management throughout the project lifecycle.
5. **Monitoring and Control:** Learn how to implement monitoring and control mechanisms using computerized tools, enabling participants to track project progress, identify deviations, and take corrective actions in a timely manner.
6. **Quality Assurance:** Integrate quality assurance processes into project management software, ensuring that project deliverables meet the defined quality standards.
7. **Reporting and Analysis:** Develop skills in generating comprehensive reports and conducting data analysis using computerized project management tools to make informed decisions and provide insights to stakeholders.

Course Outline

Module 1: Introduction to Computerized Project Management

- Overview of project management software
- Key features and benefits
- Selecting the right tool for your projects

Module 2: Project Planning and Scheduling

- Work breakdown structure (WBS)
- Gantt charts and timelines
- Task dependencies and critical path analysis

Module 3: Communication and Collaboration Tools

- Team collaboration platforms
- Document sharing and version control
- Real-time communication channels

Module 4: Resource Management

- Resource allocation and leveling
- Skillset matching
- Capacity planning

Module 5: Risk Management

- Identifying project risks
- Risk assessment and prioritization
- Mitigation strategies

Module 6: Monitoring and Control

- Progress tracking
- Performance metrics
- Change control processes

Module 7: Quality Assurance in Project Management

- Quality planning and standards
- Quality control measures
- Continuous improvement practices

Module 8: Reporting and Analysis

- Customizing project reports
- Data analysis for decision-making
- Stakeholder communication through reports

Prerequisites: Basic understanding of project management concepts is recommended but not mandatory.

Delivery Format: This course will be delivered through a combination of instructor-led sessions, hands-on exercises, and case studies, providing participants with practical skills and knowledge applicable to real-world projects.

Certification: Participants who successfully complete the course will receive a Magna Skills Certification in Computerized Project Management.

Note: The course duration, delivery format, and specific tools covered can be customized based on the organization's requirements.

Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	**Course Details**
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Onine[_____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.