



SPECIALIZATION MINI-MBA IN PROJECT MANAGEMENT



COORDINATOR: DR. JOÃO MACHADO DOS SANTOS

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Plan of Specialization MINI-MBA in Project Management

Total Length

50 Hours

Target Audience

All professionals involved in project management not familiar with the PMBOK standard, such as:

- Private business professionals or state agencies whose aims to broaden and / or deepen their knowledge in this area to expand their professional horizons;
- Project managers who wish to enhance and extend the knowledge acquired through their professional experience through new approaches , methodologies and best practices in Project Management;
- Graduates who wish to pursue the Project Manager career or who wish to acquire knowledge in Project Management, so as to expand their skills to the labor market.

Outcome Profile

All students are entitled to a certificate of participation in MINI-MBA.

Additionally and without any additional cost, can undergo a proficiency test at the end of the Specialization Mini-MBA . This is optional and after approval, participants receive a certificate of "Approved in the Evaluation Exam." **This certificate provides access to academic equivalence disciplines at level of Bachelor or Master according to the University chosen by the student.**

High Skills cannot ensure the level of credits earned because they are only the responsibility of the university and Specialization Mini-MBA chosen by the participant.

Pre requirements

Have proven experience as managers of projects and / or solid knowledge in the area or technical expertise in monitoring and planning teams, activities, projects.

General objective

In the current context of high economic dynamism in countries of Portuguese-speaking Africans, it is imperative to train technicians with the skills and knowledge of tools that may be responsible for Project Management, in any sector of activity, intervening at different stages of any project, developing them consciously, maintaining high standards of quality.

This Specialization Mini-MBA aims to provide and update skills for coordinating, planning and control, by identifying specific tools of project management, activities, equipment, raw materials, human resources and deadlines, all activities necessary for the proper execution of any project.

Based on the latest trends in project management, this certification will provide participants with the knowledge necessary to become experts in the field. Will also allow professionals with experience in the position,

strengthening and deepening their skills through the presentation of new approaches and methodologies, based on best practices at the global level.

Specific objectives

- **The Process Groups:**
 - Identify the stages of development of the projects;
 - Identify the types of process;
 - Run a Project Charter;
 - Define the Project Scope;
 - Identify the stakeholders of a project;
 - Identify the requirements of the projects;
 - Define the activities, human resources and essential costs to the project;
 - Run a Quality Plan, Procurement and Risk Analysis;
 - Identify and realize a communication management plan.

- **Financial Evaluation of Projects:**
 - Identify key Financial Analysis Criteria Projects;
 - Know the main indicators of financial viability;
 - Calculate the NPV of a project;
 - Calculate the IRR of a project;
 - PAYBACK calculate the time of a project.

- **The Project Manager**
 - Understand the importance of the individual's role as a leader;
 - Gain the tools for motivation and behavior of team members;
 - Recognize the importance of a good contributor to the leadership;
 - Meet the Leadership standards.

Modular structure and workload

Module	Duration
<i>Module 0 – Opening</i>	
<i>Module I – Basic definitions and concepts</i>	6h
<i>Module II – The Process Groups</i>	12h
<i>Module III – The Knowledge Areas of Project Management</i>	12h
<i>Module IV – Financial Evaluation of Projects</i>	6h
<i>Module V – The Project Manager</i>	6h
<i>Module VI – Exam – Optional</i>	8h
<i>Module VII – Closing</i>	
Total	50h

Program Content

Module 0 – Opening

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

Module I – Basic definitions and concepts

- What is a project?;
- Project objectives;
- What is Project Management?:
 - Framework for Project Management;
 - Selection of projects;
 - Formulas and concepts;
 - The Project Manager;
 - Environmental factors that may influence the Project;
 - Organizational structures;
 - Lifecycles of projects;
 - Knowledge areas in Project Management;
 - The Process Groups interact.

Module 2 – The Process Groups

- Initiation:
 - Creating the Project Charter;
 - Identify Stakeholders.
- Planning:
 - Perform Management Plan;
 - Identify project requirements;
 - Defining the Scope of the project;

- Create the WBS;
- Create Planning and Project Baseline:
 - Set Activities;
 - Set sequences;
 - Estimate necessary resources for activities;
 - Estimate Activity Durations.
- Estimate costs;
- Determine the Budget;
- Develop the plan of Human Resources.
- Execution:
 - Create the project team;
 - Managing the project team;
 - Managing information;
 - Interaction with stakeholders.
- Monitoring and Control:
 - Execution control;
 - Cost control;
 - Progress reports;
 - Risk control;
 - Analysis of Scope.

Module III – The Knowledge Areas of Project Management

- Integration Management:
 - Develop Project Charter;
 - Develop Project Management Plan;
 - Direct and Manage Project Execution;
 - Monitor and Control Project Work;
 - Perform Integrated Change Control;
 - Close Project or Phase.
- Scope Management:
 - Collect Requirements;
 - Define Scope;
 - Create WBS;
 - Verify Scope;
 - Control Scope.
- Time Management:
 - Define Activities;
 - Sequence Activities;
 - Estimate Activity Resource;
 - Estimate Activity Durations;
 - Develop Schedule.
- Cost Management:
 - Estimate Costs;
 - Determine Budget.

- Quality Management:
 - Plan Quality;
 - Perform Quality Assurance;
 - Perform Quality Control.
- Human Resources Management:
 - Develop Human Resource Plan;
 - Acquire Project Team;
 - Develop Project Team;
 - Manage Project Team.
- Communication Management:
 - Identify Stakeholders;
 - Plan Communications;
 - Distribute Information;
 - Manage Stakeholder Expectation;
 - Report Performance.
- Risk Management:
 - Plan Risk;
 - Identify Risk;
 - Perform Qualitative Risk Analysis;
 - Perform Quantitative Risk Analysis;
 - Plan Risk Response.
- Purchasing Management:
 - Plan Procurements;
 - Conduct Procurements;
 - Administer Procurements;
 - Close Procurements.

Module IV – Financial Evaluation of Projects

- Settings;
- Project Analysis Methodology;
- Analysis Criteria;
- Key Indicators:
 - VAL;
 - TIR;
 - PAYBACK.

Module V – The Project Manager

- Individual function of importance as Leader;
- Motivation and behavior of the team members;
- Standards Leadership;
- Effective communication.

Module 6 – Knowledge Teste

- Measure and evaluate the knowledge acquired.

Module 7 – Closing

- Evaluation of the Specialization Mini-MBA: trainers and trainees.

Methodology

This Specialization Mini-MBA aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

Moment / Objective	Method / Technique
Modules 2, 3, 4	Expositive Demonstrative Active
Modules 2 e 3	Analysis of real cases
Module 4	Solving
In every modules	Interrogative

Students Assessment

The assessment techniques indicated are framed by the three time points as follows, expressed by the following table:

Moment	Technique	Instrument	Objective
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Observation	Grid Observation	Evaluate the ultimate performance in a practical way
Consolidation of several evaluative moments	Final evaluation test	Summary of evaluation results obtained in the formative moment and summative	

Didactic Resources

- ✓ Training Room;
- ✓ Video projector;
- ✓ Theoretical documentation;
- ✓ Trainee Kit.

Training Team

Dr. João Machado dos Santos

Degree in Economics / Management from the Faculty of Economics of Porto, concluded in 1987. During his professional career, participation in various training courses with specific scope, seminars and conventions.



Professional Career

1982 - As a finance technician at DGCI;

1986 and 1990 - Operations Technician at Lusoleasing SA, during which time he was a trainer at Associação Industrial Portuense;

1990 and 1992 - Operations Director at CISF SA;

1992 and 1997 - North Regional Director at Mundileasing SA

1995 and 1997 - General Director at the same entity;

1997 and 2006 - General Director of Banif SA highlighted in the Azores as General Director of Banco Comercial dos Açores SA;

2006 and 2012 –Executive Director of Banif, Chairman of the Executive Committee and Director of Banifserv, ACE, Non-Executive Director of Banif Açor Pensões SA and Non-Executive Director of SIBS SA.

2012 - Executive Director of Prestarte SA and Consultant

2015– High Skills Consultant, Coordinator and Trainer

1998/2000 - PriceWaterhouseCoopers (formerly at Coopers & Lybrand) Portugal Company Administration Services, financial functions, tax matters, consolidation, financial reporting, planning, budget control and treasury.

Conditions

If you have more than two participants contact us to know our business benefits!

High Skills – Formação e Consultoria, LDA.

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the Specialization Mini-MBA start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the Specialization Mini-MBA starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Naturality:			
Mini-MBA:	Specialization Mini-MBA in Project Management		
Birth Date:		Nacionality:	
Passport:		Expiration date:	

Possible contacts for more information:

E-mail: geral@highskills.pt

Phone: +351 217 931 365

