

## ■ **PROJECT MANAGEMENT** by Ray F. Iunius

### **UNIT DESCRIPTION**

Project management is a carefully planned and organized effort to accomplish a specific one-time objective. For example, constructing a hotel or implementing a major new F&B system. Project management includes developing a project plan, which involves defining and confirming the project goals and objectives, identifying tasks and how goals will be achieved, quantifying the resources needed, and determining budgets and timelines for completion. It also includes managing the implementation of the project plan, along with operating regular 'controls' to ensure that there is accurate and objective information on 'performance' relative to the plan, and the mechanisms to implement recovery actions where necessary.

In this unit, we invite you to start developing your project (if you are independent, or a corporate project if you are sponsored by your company) working in teams and increasing your creativity.

### **LEARNING OBJECTIVES**

By the end of the Unit, participants will be able to:

#### Knowledge

- Identify key elements of a project and their interaction: time, resources and finances, according to the customer's final objectives.

#### Competencies

- Manage a project mission until completion.
- Apply synthesis tools in order to come to relevant recommendations.
- Create an action plan for personal and professional development.

#### Mindset

- Apply critical analysis in leadership behavior.
- Defend the best concepts and the right methods for implementation.

### **METHODOLOGY**

Interactive lecture-discussions and hands-on exercises