



UWI

ST. AUGUSTINE
CAMPUS

FACULTY OF
SOCIAL SCIENCES

THE BUSINESS DEVELOPMENT UNIT

SUMMER SKILLS

Splash

6-Hour Virtual Workshop

June 27th & 28th, 2024
9:00am - 12:00 Noon EC/AST

PROJECT MANAGEMENT

Certificate of Participation awarded from
The University of the West Indies, St. Augustine Campus

OVERVIEW

The Project Management module focuses on equipping participants with the fundamental principles and techniques to successfully manage projects from initiation to completion. Participants will learn about project planning, scheduling, resource allocation, risk management, and effective communication strategies.

Key Objectives

By the end of the workshop, participants will learn how to:

- Define what a project is and differentiate between project and programme management.
- Describe the Project Management Life Cycle.
- Develop a Project Charter
- Define a project scope, establish project priorities and create a work breakdown structure
- Develop a project plan and project network
- Understand the risk management process and develop contingency planning
- Develop an understanding of project scheduling and the allocation and management of resources
- Develop a Stakeholders Management and Communication Plan

The workshop will be hosted by the Business Development Unit of the Faculty of Social Sciences, The University of the West Indies. You will be able to join this workshop via Zoom to participate in discussions, interactive presentations, group exercises, resource videos, valuable articles and case examples. The workshop will follow the schedule below:

Dates: June 27th & 28th, 2024

Time: 9:00 A.M. – 12:00 NOON (AST/EC):

Live Lecture via Zoom.

Don't hesitate to contact Amanda at sta-fssbdu@sta.uwi.edu, or visit

<https://sta.uwi.edu/fss/business-development-unit> for registration details.

Key Topics

- Project Life Cycle
- Project Planning - Project Charter
- Work Breakdown structure (WBS)
- GANTT Chart
- Critical Path
- Resource Management/Communication Plan - RACI Matrix Risk Management Plan

Key Takeaways

At the end of the workshop, participants will be able to:

- Improve overall organizational abilities for managing tasks and projects.
- Develop strategic thinking skills for better decision-making and planning.
- Learn ways to enhance team collaboration and cooperation.
- Gain the ability to adapt to changing project requirements and environments.
- Enhance problem-solving capabilities to address project challenges effectively.



Mr. Selris Mahabir

Project Management Module

Mr. Selris Mahabir is a Project Management Professional (PMP) and a Microsoft Certified Application Specialist (MCAS). In his Project Management portfolio at The University of the West Indies, St. Augustine Campus, Mr. Mahabir possesses vast experience in developing project plans, monitoring projects during execution and training faculty and staff in the information systems and applications that are designed, developed and implemented for campus utilization. In particular, Mr. Mahabir has been instrumental in numerous service delivery optimization projects, application integration implementation and change management initiatives to serve The University of the West Indies community. Mr. Mahabir holds a Master of Science degree in Strategic Leadership and Management (The UWI) and a MicroMasters® in Project Management (EdX/RIT) and Master Certificate in Project Leadership and System Design (Cornell University).