بخشی از دوره مدیریت پروژه براساس PMBOK

ابزارها و تکنیک‌های مدیریت پروژه در یک نگاه

Project Management Tools & Techniques

Based On PMBOK 6th Edition

Part 1- Introduction

TOOLS AND TECHNIQUES (PMBOK® GUIDE - SIXTH EDITION)

Data Gathering Tools and Techniques	• Used to collect data and information from a variety of sources. • There are nine data gathering tools and techniques.
Data Analysis Tools and Techniques	• Used to organize, assess, and evaluate data and information. • There are 27 data analysis tools and techniques.
Data Representation Tools and Techniques	• Used to show graphic representations or other methods used to convey data and information. • There are 15 data representation tools and techniques.
Decision-Making Tools and Techniques	• Used to select a course of action from different alternatives. • There are two decision-making tools and techniques.
Communication Skills Tools and Techniques	• Used to transfer information between stakeholders. • There are two communication skills tools and techniques.
Interpersonal and Team Skills Tools and Techniques	• Used to effectively lead and interact with team members and other stakeholders. • There are 17 interpersonal and team skills tools and techniques.
Ungrouped Tools and Techniques	• There are 59 ungrouped tools and techniques.

DATA GATHERING TOOLS AND TECHNIQUES

Benchmarking	Brainstorming	Check sheets
Checklists	Focus groups	Interviews
Market research	Questionnaires and surveys	Statistical sampling

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DATA ANALYSIS TOOLS AND TECHNIQUES (1/2)

Alternatives analysis	Assessment of other risk parameters	Assumption and constraint analysis	Cost of quality
Cost-benefit analysis	Decision tree analysis	Document analysis	Earned value analysis
Influence diagrams	Iteration burndown chart	Make-or-buy analysis	Performance reviews
Process analysis			

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DATA ANALYSIS TOOLS AND TECHNIQUES (2/2)

Proposal evaluation	Regression analysis	Reserve	Risk data quality assessment
Risk probability and impact assessment	Root cause analysis	Sensitivity analysis	Simulation
Stakeholder analysis	SWOT analysis	Technical performance analysis	Trend analysis
	Variance analysis	What-if scenario analysis	

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DATA REPRESENTATION TOOLS AND TECHNIQUES

Affinity diagrams	Cause-and-effect diagrams	Control charts	Flowcharts
Hierarchical charts	Histograms	Logical data model	Matrix diagrams
Matrix-based charts	Mind mapping	Probability and impact matrix	Scatter diagrams
Stakeholder engagement assessment matrix	Stakeholder mapping/ representation	Text-oriented formats	

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DECISION-MAKING TOOLS AND TECHNIQUES & COMMUNICATION SKILLS TOOLS AND TECHNIQUES

Decision-Making Tools and Techniques

- **Multi-criteria decision analysis**
- **Voting**

Communication Skills Tools and Techniques

- **Feedback**
- **Presentations**

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INTERPERSONAL AND TEAM SKILLS TOOLS AND TECHNIQUES

Active listening	Communication styles assessment	Conflict management	Cultural awareness	Decision making
Emotional intelligence	Facilitation	Influencing	Leadership	Meeting management
Motivation	Negotiation	Networking	Nominal group technique	Observation/ conversation
Political awareness	Team building			

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UNGROUPED TOOLS AND TECHNIQUES (1/4)

Advertising	Agile release planning	Analogous estimating	Audits
Bidder conferences	Bottom-up estimating	Change control tools	Claims administration
Colocation	Communication methods	Communication models	Communication requirements analysis
Communication technology	Context diagram	Contingent response strategies	

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UNGROUPED TOOLS AND TECHNIQUES (2/4)

Cost aggregation	Critical path method	Decomposition	Dependency determination and integration
Design for X	Expert judgment	Financing	Funding limit reconciliation
Ground rules	Historical information review	Individual and team assessments	Information management
Inspections	Knowledge management	Leads and lags	

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UNGROUPED TOOLS AND TECHNIQUES (3/4)

Meetings	Organizational theory	Parametric estimating	Pre-assignment
Precedence diagramming method	Problem solving	Product analysis	Project management information system
Project reporting	Prompt lists	Prototypes	Quality improvement methods
Recognition and rewards	Representations of uncertainty	Resource optimization	

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UNGROUPED TOOLS AND TECHNIQUES (4/4)

Risk categorization	Rolling wave planning	Schedule compression	Schedule network analysis
Source selection analysis	Strategies for opportunities	Strategies for overall project risk	Strategies for threats
Test and inspection planning	Testing/product evaluations	Three-point estimating	To-complete performance index
	Training	Virtual teams	

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معرفی و تماس

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- مزدک عبائی
- مشاور و دستیار رییس هیات مدیره شرکت کیسون
- مشاور و مدرس مدیریت پروژه و مدیریت قراردادها
- مدیر سابق PMO در شرکت های کیسون و مهاب قدس
- مدیر سابق دفتر هماهنگی خدمات مدیریت شرکت سابیر
- مدیر سابق برنامه ریزی و تعالی سازمانی شرکت تهران جنوب
- دارای گواهی‌نامه‌های PMI-PMP و PMI-PBA
- کارشناس ارشد مهندسی و مدیریت ساخت (دانشگاه تهران)
- کارشناس مهندسی عمران (دانشگاه صنعتی شریف)
- سابقه تدریس در بیش از ۱۹۰ دوره و کارگاه آموزشی در زمینه‌های مدیریت پروژه، مدیریت قرارادها و دعاوی، تعالی مدیریت پروژه و مهندسی‌ارزش