

Project Management Guide
for Millennium Ethiopia,

Dr.Tsegaye Degineh G.,

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Adresse

Dr. Tsegaye Degineh

Berlin, Germany

<http://www.degineh.de/>

project@degineh.de

Tel. +4 9 177 46 26 050

Project Management Guide for Millennium Ethiopia,

The Book delivers in Amharic language as daily reference tool simple information for beginners, professionals, controllers, decision makers and investors as well as Diaspora Ethiopians, by showing the knowledge areas of project management how to develop scopes and schedules, write proposal, build a project team, work within a budget, manage risk etc. Moreover the Book shows practical methods for making sure how to plan, manage, and lead projects with helpful tips, check list, formulas, soft skills and Ethiopian oriented examples.

The book is dedicated to Diaspora Ethiopians who wants to transfer their knowledge to their country but do not get the chance and have no possibilities.

Overview

- ⊙ Project Management Definition
- ⊙ History of Project Management
- ⊙ Basic Indicators and Knowledge Areas of Project Management
 - ✓ Scope Management
 - ✓ Time Management
 - ✓ Cost management
 - ✓ Quality Management
 - ✓ Risk Management
 - ✓ Human Resource Management
 - ✓ Information und Communication Management
 - ✓ Procurement Management
 - ✓ Integration Management
- ⊙ Project planning and proposal
- ⊙ Reporting and Tracking
- ⊙ Project Prioritisation and Categorisation
- ⊙ Project Controlling
- ⊙ Cost-benefit analysis (Make or buy, Cash flow, Return on Investment, Net Present Value, Pay back period)
- ⊙ Project files und administration
- ⊙ Project Closure
- ⊙ Project Directing and Leadership
- ⊙ Soft Skills (Conflict Management, Self Management, Target- and Time-Management, Delegation, Argumentation...)
- ⊙ Examples for presentation technique
- ⊙ Glossary