PROJECT MANAGEMENT PROFESSIONAL TRAINING

COURSE OVERVIEW

Project Management has been proven to be the most effective method of delivering products within cost, schedule, and resource constraints. Our Project Management training is customized towards imparting global Project Management best practices on participants. The Project Management workshop will give participants an overview of the entire project management process, gain a strong working knowledge of the basics of project management as well as key project management tools that they can use every day.

PURPOSE - LEARNING OBJECTIVES

- Identify and apply project management process groups and knowledge areas.
- Identify and apply Project Management best practices to real world project scenarios.
- Learn all project management knowledge areas.
- Define a project's scope and write a project plan
- Build a work breakdown schedule
- Create a project budget
- Identify and manage risks
- Perform a project needs assessment and write goals, requirements, and deliverables
- Create key project documents.
- Build a project schedule by estimating time, costs, and resources
- Understand and use the work breakdown structure
- Create project planning documents, such as a schedule, risk management plan, and communication plan
- Establish and use baselines
- Monitor and maintain the project
- Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project

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PARTICULARS - WORK AGENDA

MODULE 1 – INTRODUCTION TO PROJECT MANAGEMENT

- Project and Project Management
- Project Management Framework
- The Five Process Groups
- How projects are started and Business Case
- Project Management Role on the project and competencies
- Organizational Project management and Project Governance
- Who are the Stakeholders?
- Managing Stakeholder Expectations
- Types of Stakeholders
- Types of Organization Structures
- Project Phases and Characteristics of Phases
- Agile Project Management Methodology

MODULE 2 – INTEGRATION MANAGEMENT

- Integration Management Overview
- Creating Project Charter
- Developing Project Management plan process
- Management Plans
- The Baselines: Scope Baseline, Schedule Baseline, Cost Baseline
- Direct and Manage Project Work Process
- Manage project Knowledge process
- Changes to Project Baselines
- Change Making Process

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PARTICULARS - WORK AGENDA CONT

- How a change Request is implemented by the project manager
- Close Project Process/ Close Phase

MODULE 3 – SCOPE MANAGEMENT

- Scope Management Overview
- Project Scope and Product Scope
- Project Charter and Scope
- Scope Management plan
- Define Scope Process
- Developing the Project Scope statement
- What is Work Breakdown Structure
- Create Work Breakdown Structure (WBS)

MODULE 4 – SCHEDULE MANAGEMENT

- Project Schedule management Overview
- Schedule Management Process
- Schedule Management Plan
- Define Activities Process
- Types of Dependencies between activities
- Leads and Lags
- Important Information on Estimating for cost and Time on a Project
- Develop Schedule Process

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PARTICULARS - WORK AGENDA CONT

MODULE 5 – COST MANAGEMENT & QUALITY MANAGEMENT
- Cost Management overview
- Cost Management plan
- Estimate Costs Process
- The types of cost
- Tools for estimating Cost
- Quality Management Overview
- What is Quality
- Project Managers responsibility in Quality Management
- Ensuring Quality on the Project
- Quality Management Concepts

MODULE 6 – RESOURCE MANAGEMENT & COMMUNICATION MANAGEMENT
- Resource Management Overview
- Roles and Responsibilities of the Project Manager
- Roles and Responsibilities of the Project Team and Project Management
- Roles and Responsibilities of a Sponsor
- Roles and Responsibilities of Stakeholders and Functional Manager
- Communication Management Overview
- Types of Communication
- Communicating with Stakeholders
- Stakeholder Communication Requirement
- How to ensure communication and Listening
- Communication Channels

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PARTICULARS - WORK AGENDA CONT

- Performance Reporting
- Types of Reports and when to use them

MODULE 7 – RISK MANAGEMENT & PROCUREMENT MANAGEMENT

- Risk Management Overview
- Threats and Opportunities
- Benefits of Risk Management
- Factors of Risk
- Important overview about risks in Project Management
- Risk Management Plan
- Identify Risks process (Tools and Techniques for identifying Risks)
- Risk Register
- Procurement Management Overview
- What is Contract
- Purpose of Contract
- Difference between an Agreement and a Contract
- Overview of Procurement on a Project
- Difference between Close Project/ Close Procurement
- Role of Project Manager in Procurement
- The Procurement Document: RFP, IFB, RFQ

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PARTICULARS - WORK AGENDA CONT

MODULE 8 - STAKEHOLDER MANAGEMENT
- Important overview about risks in Project Management
- Risk Management Plan
- Identify Risks process (Tools and Techniques for identifying Risks)
- Risk Register
- Procurement Management Overview
- What is Contract
- Purpose of Contract
- Difference between an Agreement and a Contract
- Overview of Procurement on a Project
- Difference between Close Project/ Close Procurement
- Role of Project Manager in Procurement
- The Procurement Document: RFP, IFB, RFQ

PEOPLE - WHO SHOULD ATTEND?

- PMP Exam candidates
- Project Managers
- Project Management Professionals

COURSE MATERIALS (INCLUDED)

- The Project Management Body of Knowledge (PMBOK)
- Project Planning Worksheet

DURATION

- Eight Sessions (Once in a week)