

## **Training course on Understanding and Appreciating Project Management**

This module is designed to make participants better Project Managers and Team Members by exposing them to an integrated approach to Project Management. It is designed to develop the basic knowledge needed to manage projects effectively using predictive, agile and hybrid project management approaches. Comprehensive sections including sample questions on each topic are covered. Discussions on assignments, homework and plan for post course studies.

Although this is a training course; the course is structured for application-oriented understanding of Project Management as a discipline and not for BOOKISH understanding of concepts.

### **Learning objectives from the training course**

1. Establish a common language and understanding of basic Project Management terms and concepts such as Project, Project Management, operations, programs, stakeholders, earned value, scheduling techniques, budgets, risks, procurements, communications & Project Manager's professional responsibilities and competencies.
2. Understanding Project Initiating, Planning, Executing, Controlling and Closing.
3. Define & explain the relationship of project phases, and Project and Product Life Cycle.
4. Understand the PM concepts, tools and techniques like Project Integration, Project Charter, Scope Statement, Work Breakdown Structure (WBS), Network Building, CPM, PERT, Bar/Gantt Chart, Responsibility Matrix, Planning, Scheduling, Project Communications. Brief insights into MS Project mapping to the various processes.
5. Understand, acknowledge & appreciate predictive, agile and hybrid project management approaches. Demonstrate a clear understanding of what values, practices, principles, mindset, activities, tools & techniques are necessary in predictive, agile and hybrid project management approaches.
6. Understand, acknowledge & appreciate importance of Project Risk Management.
7. Learn tools and techniques for Managing Project Risks, Risk Assessment, Risk responses like Contingencies, Mitigation, ... etc.
8. Help the participants to understand oneself, understand others, manage the interface more efficiently & effectively. Understanding the impact of organizational structures on projects.
9. While discussing PM concepts, the major emphasis will be on Project Integration, Project scope, Project schedule, Project budget, Project quality, Resource management, Project communications, Communication models / methods, Project procurements, Effective ways to ensure 'Execution', Soft skills required by Project Managers, Schedule Management, dealing w/o Authority, getting things done in a Virtual world, COQ, Managing quality, 7 Basic tools of Quality Management, Quality Vs Grade etc.
10. With the help of role play assignments/ simulations / case studies, motivating the participants to use the principles of Project Management in their own work area.
11. Understanding the difference between planning and scheduling.
12. Understanding project critical path and its importance in managing the Project.
13. During discussions major focus will also be on defining project scope, creating / compressing schedules, determining budget, creating communication plan, developing risk responses, planning Project procurements, Project stakeholder management etc.

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