

# **Effective Project Management – a practical viewpoint**

## **(Two day Workshop)**

### **About the Course**

This two-day course is designed to plan and execute a project successfully using the disciplined concepts of Project Management. The course commences with a brief introduction of the project management concepts (ice-breaker) before moving on to other relevant details.

The concepts of project estimation are discussed with stress on practical implementation of the concepts. Project planning, which forms the crucial backbone of Project Management, is deliberated in details. Project monitoring, Risk management, Quality management, Team management concepts are subsequently addressed.

This course shall help an organization and professionals to not only learn about the practices and principles of project management, but also to incorporate the same in the projects being executed by them in an effective manner.

### **Workshop objectives**

- ❖ Understand the nuances of project management process
- ❖ Learn the project estimation concepts
- ❖ Familiarize with project planning activities with advanced concepts
- ❖ How to effectively monitor a project using established mechanisms
- ❖ Learn Risk management, quality management and team management in practice

### **Workshop Contents**

The two day workshop would cover the topics as noted below. There would be discussions and exercises at appropriate junction points to elaborate and understand the concepts.

#### **Introduction**

#### **Project Management Fundamentals**

#### **Project Scoping and Initiation**

#### **Project Estimation**

- Function point concepts
- Quick Function point counting
- Deriving Use Case point
- COCOMO 2.0 concepts

## **Project Planning**

- Key steps in project planning
- Deriving Work Breakdown Structure (WBS)
- Task Dependencies and Constraints
- PERT / Critical Path Method (CPM)
- Critical Path and float
- Resource assignment and levelling
- Schedule optimization (Schedule crashing)
- Building the Project Plan

## **Project Monitoring and Control**

- Project monitoring objectives
- Building Status Reports
- Earned Value Analysis
  - Earned Value Schedule Indicators
  - Earned Value Cost Indicators
- Change Management workflow

## **Project Risk Management**

- Risk Management planning
- Risk Identification
- Risk Analysis
- Risk Response Planning
- Risk Monitoring & Control

## **Project Quality Management**

- Quality Assurance / Planning
- Cost of Quality (COQ)
- Some Quality Management tools
- Process and product audits

## **Project Team Management**

- Team formation
- Communication
- Leadership and conflict management

## **Formal Project Closure**

### **Note:**

Exercises and Case Studies would be done at appropriate juncture to establish the concepts in practice