

Project Management Essentials

(One day Workshop)

About the Course

This one-day course is designed to plan and execute a project successfully in an organization. The course commences with a brief introduction of the project management concepts (ice-breaker) before moving on to other relevant details.

The stages of project management are discussed in details, with stress on practical implementation of the concepts. The different approaches in project estimation, project planning and project monitoring are covered. Risk management, Quality management, Team management concepts are also addressed.

This course shall help an organization and professionals to learn about the practices and principles of project management, thereby contributing to process improvement using effective project management mechanisms.

Workshop objectives

- ❖ Learning the project management process
- ❖ A clear understanding of the need for project estimation
- ❖ Learn the mechanisms involved in planning a project
- ❖ Understand how to monitor and control a project
- ❖ Learn risk management, quality management and team management

Workshop Contents

The one 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, Initiation and Estimation needs

Project Planning

- Work Breakdown Structure (WBS) concepts
- Task Dependencies and Constraints
- PERT / Critical Path Method (CPM) concepts
- Resource assignment, Schedule optimization

- Building the Project Plan

Project Monitoring and Control

- Need to monitor / Status Reports
- Earned Value Analysis concepts
- Change Management workflow

Project Risk Management

Project Quality Management

Project Team Management

Formal Project Closure