#### **Project Management**

#### **Course Content**

#### **1. PROJECT MANAGEMENT BASICS**

- 1) INTRODUCTION
- 2) PROJECT, PORTFOLIO, AND PROGRAM
- 3) PROJECT MANAGEMENT
- 4) PROGRAM AND PORTFOLIO MANAGEMENT
- 5) ORGANIZATIONAL PROJECT MANAGEMENT
- 6) OPERATION VS PROJECT
- 7) PROJECT MANAGEMENT OFFICE
- 8) ORGANIZATIONAL GOVERNANCE AND PROJECT GOVERNANCE
- 9) ORGANIZATIONAL STRUCTURE
- 10) ADVANTAGES AND DISADVANTAGES OF THE MAJOR ORGANIZATIONAL STRUCTURE TYPES
- 11) PROJECT MANAGER
- 12) STAKEHOLDERS
- 13) PROJECT SPONSOR/INITIATOR
- 14) PROJECT TEAM
- 15) FUNCTIONAL (RESOURCE) MANAGER
- 16) ROLE OF THE PROGRAM MANAGER AND THE PORTFOLIO MANAGER
- 17) THE PROJECT MANAGEMENT PROCESSES AND THE PROJECT LIFE CYCLE
- 18) LET'S DISCUSS WHAT WE HAVE LEARNED

### 2 KNOWLEDGE AREAS AND PROCESS GROUPS

- 1) INTRODUCTION
- 2) PROCESSES
- 3) PROCESS GROUPS
- 4) KNOWLEDGE AREAS
- 5) LET'S DISCUSS WHAT WE HAVE LEARNED

#### **3. INTEGRATION MANAGEMENT**

- 1) INTRODUCTION
- 2) TAILORING PROJECT INTEGRATION MANAGEMENT 3) ABOUT THE INTEGRATION MANAGEME<u>NT</u>4) WHAT IS PROJECT CHARTER?
- 5) BUSINESS CASE
- 6) IMPORTANT NOTES ON DEVELOP PROJECT CHARTER PROCESS 7) WHAT IS PROJECT MANAGEMENT PLAN?
- 8) PERFORMANCE MEASUREMENT BASELINE
- 9) CHANGE MANAGEMENT PLAN
- **10)** CONFIGURATION MANAGEMENT PLAN

- 11) IMPORTANT NOTES ON DEVELOP PROJECT MANAGEMENT PLAN PROCESS
- 12) DIRECTING AND MANAGING THE PROJECT WORK
- 13) IMPORTANT NOTES ON DIRECT AND MANAGE PROJECT WORK 14) HOW TO MANAGE THE PROJECT KNOWLEDGE?
- 15) IMPORTANT NOTES ON MANAGE PROJECT KNOWLEDGE PROCESS
- 16) MONITORING AND CONTROLLING THE PROJECT WORK
- 17) IMPORTANT NOTES ON MONITOR AND CONTROL PROJECT WORK 18) PERFORM INTEGRATED CHANGE CONTROL 19) HOW TO DEAL WITH CHANGES?
- 20) IMPORTANT NOTES ON PERFORM INTEGRATED CHANGE CONTROL PROCESS 21) HOW TO CLOSE THE PROJECT (OR PHASE)?
- 22) BENEFITS MANAGEMENT PLAN
- 23) AGILE CONSIDERATIONS
- 24) LET'S DISCUSS WHAT WE HAVE LEARNED

# 4. SCOPE MANAGEMENT

- 1) INTRODUCTION
- 2) PLANNING SCOPE MANAGEMENT
- 4) DEALING WITH COMPETING REQUIREMENTS AND BALANCING
- 5) HOW TO DEFINE THE PROJECT SCOPE?
- 6) CREATING WORK BREAKDOWN STRUCTURE
- 7) WBS DICTIONARY
- 8) SCOPE BASELINE
- 9) THE BIG PICTURE OF THE SCOPE MANAGEMENT
- 10) VALIDATING PROJECT SCOPE
- 11) HOW TO CONTROL THE SCOPE?
- 12) AGILE CONSIDERATIONS
- 13) TAILORING SCOPE MANAGEMENT
- 14) LET'S DISCUSS WHAT WE HAVE LEARNED

# **5. SCHEDULE MANAGEMENT**

- 1) INTRODUCTION
- 2) WE NEED TO PLAN SCHEDULE MANAGEMENT 3) HOW SHOULD WE DEFINE THE ACTIVITIES?
- 4) SEQUENCING THE ACTIVITIES
- 5) DRAWING A NETWORK DIAGRAM
- 6) ESTIMATION TECHNIQUES
- 7) THREE POINT ESTIMATING TECHNIQUE
- 8) NOW WE CAN ESTIMATE THE ACTIVITY DURATIONS
- 9) ESTIMATING PROCESSES: IMPORTANT POINTS
- 10) DEVELOP SCHEDULE
- 11) CRITICAL PATH METHOD

- 12) CRITICAL PATH METHOD CALCULATION
- 13) SCHEDULE COMPRESSION
- 14) SIMULATION
- **15)** RESOURCE OPTIMIZATION
- 16) CONTROLLING THE PROJECT SCHEDULE
- 17) AGILE CONSIDERATIONS
- 18) TAILORING SCHEDULE MANAGEMENT
- 19) LET'S DISCUSS WHAT WE HAVE LEARNED

## 6. COST MANAGEMENT

- 1) INTRODUCTION
- 2) PLANNING COST MANAGEMENT
- 3) ESTIMATING PROJECT COSTS
- 4) HOW TO DETERMINE THE PROJECT BUDGET
- 5) EARNED VALUE ANALYSIS / ACRONYMS, TERMS AND FORMULAS
- 6) EARNED VALUE ANALYSIS / BASIC PRINCIPLES
- 7) EARNED VALUE ANALYSIS / EVM In Deep
- 8) CONTROLLING PROJECT COSTS
- 9) AGILE CONSIDERATIONS
- **10)** TAILORING COST MANAGEMENT
- 11) LET'S DISCUSS WHAT WE HAVE LEARNED

# 7. QUALITY MANAGEMENT

- 1) INTRODUCTION
- 2) PLANNING PROJECT QUALITY MANAGEMENT
- 3) HOW TO MANAGE QUALITY
- 4) CONTROLLING QUALITY
- 5) IMPORTANT NOTES ON QUALITY MANAGEMENT
- 6) AGILE CONSIDERATIONS
- 7) TAILORING QUALITY MANAGEMENT
- 8) LET'S DISCUSS WHAT WE HAVE LEARNED

### 8. RESOURCE MANAGEMENT

- 1) INTRODUCTION
- 2) PLANNING PROJECT RESOURCE MANAGEMENT
- 3) ORGANIZATIONAL THEORIES
- 4) ESTIMATING ACTIVITY RESOURCES
- 5) ACQUIRING RESOURCES
- 6) HOW TO DEVELOP PROJECT TEAM 7) MANAGING PROJECT TEAM
- 8) HOW TO DEAL WITH CONFLICTS?
- 9) CONTROLLING RESOURCES

- 10) AGILE CONSIDERATIONS
- 11) TAILORING RESOURCE MANAGEME
- 12) LET'S DISCUSS WHAT WE HAVE LEARNED LESSON

## 9. COMMUNICATIONS MANAGEMENT

- 1) INTRODUCTION
- 2) HOW TO PLAN PROJECT COMMUNICATIONS MANAGEMENT
- 3) COMMUNICATION TYPES AND METHODS
- 4) COMMUNICATION MODELS
- 5) COMMUNICATION CHANNELS
- 6) MANAGING PROJECT COMMUNICATIONS
- 7) MONITORING COMMUNICATIONS
- 8) AGILE CONSIDERATIONS
- 9) TAILORING COMMUNICATIONS MANAGEMENT
- 10) LET'S DISCUSS WHAT WE HAVE LEARNED

## **10. RISK MANAGEMENT**

- 1) INTRODUCTION
- 2) TERMS TO KNOW
- 3) PLANNING RISK MANAGEMENT 4) RISK CATEGORIZATION
- 5) HOW DO WE IDENTIFY THE RISKS?
- 6) QUALITATIVE RISK ANALYSIS
- 7) QUANTITATIVE RISK ANALYSIS
- 8) EXPECTED MONETARY VALUE ANALYSIS

9) DECISION TREE ANALYSIS

- 10) PLAN RISK RESPONSES
- 11) CONTINGENCY RESERVE CALCULATIONS
- 12) IMPLEMENTING RISK RESPONSES 13) HOW TO MONITOR THE PROJECT RISKS?
- 14) AGILE CONSIDERATIONS
- 15) TAILORING RISK MANAGEMENT
- 16) LET'S DISCUSS WHAT WE HAVE LEARNED

### **11. PROCUREMENT MANAGEMENT**

- 1) INTRODUCTION
- 2) CONTRACTS AND AGREEMENTS
- 3) HOW TO PERFORM THE PROCUREMENTS
- 4) ROLES OF THE PROJECT AND PROCUREMENT MANAGERS
- 5) CONTRACT TYPES
- 6) RISKS ACCORDING TO THE CONTRACT TYPESS
- 7) CALCULATIONS RELATED TO CONTRACTS
- 8) PLANNING PROCUREMENT MANAGEMENT

9) MAKE-OR-BUY ANALYSIS

- 10) CONDUCTING PROJECT PROCUREMENTS
- 11) CONTROLLING PROJECT PROCUREMENTS
- 12) AGILE CONSIDERATIONS
- 13) TAILORING PROCUREMENT MANAGEMENT
- 14) LET'S DISCUSS WHAT WE HAVE LEARNED

## **12. STAKEHOLDER MANAGEMENT**

- 1) INTRODUCTION
- 2) FIRST THINGS FIRST: IDENTIFY THE STAKEHOLDERS!
- 3) STAKEHOLDER ENGAGEMENT PLAN
- 4) WE NEED TO MANAGE STAKEHOLDER ENGAGEMENT
- 5) MONITORING STAKEHOLDER ENGAGEMENT
- 6) AGILE CONSIDERATIONS
- 7) TAILORING STAKEHOLDER MANAGEMENT