Project Management Program

10 Sessions | 20 Learning Hours

Session 1: Project Management Fundamentals

Project Management Fundamentals

- Introduction to Projects & Project Management
- Key Project Management Concepts: Risks, Assumptions, Issues & Constraints
- Projects vs. Operations
- Project, Program & Portfolio Management
- Projects vs. Products

Organizational Context

- Organizational Process Assets (OPAs)
- Enterprise Environmental Factors (EEFs)

Project Management Framework

- Project Lifecycle
- 5 Focus Areas
- 7 Performance Domains
- 6 Principles of Project Management

Session 2: Project Governance & Compliance

Organizational Environment

- Organizational Environment & Structures
- Functional, Matrix & Projectized Structures
- Impact of Organizational Structure on Projects

Project Governance

- Project Governance Frameworks
- Governance Roles & Responsibilities
- Decision-Making & Escalation Mechanisms
- Project Phases & Phase Gates

PMO & Compliance

- PMOs and Types of PMOs
- Compliance Considerations

Session 3: Initiating Projects, Identifying Stakeholders & Building Teams

Project Initiation

- Business Analysis & Needs Assessment
- Business Case Development
- Benefits Management Plan
- Project Vision & Project Charter
- Success Criteria, Assumptions & Constraints
- Project Kick-off

Stakeholder Identification & Analysis

- Stakeholder Identification
- Stakeholder Analysis
- Stakeholder Expectations & Influence

Project Team Formation

- Project Team Structure
- Roles & Responsibilities
- Selecting Team Members
- Team Development & Collaboration

Session 4: Planning Projects — Scope & Schedule Management

Scope & Requirements Management

- Requirements Management
- Elicitation Techniques
- Requirements Traceability Matrix (RTM)
- Scope Definition & Scope Control
- Work Breakdown Structure (WBS)
- Scope & Requirements Prioritization

Schedule Management

- Activity Planning & Sequencing
- Dependencies, Leads & Lags
- Milestones & Deliverables
- Estimation Techniques

- Schedule Development
- Critical Path & PERT Concepts
- Schedule Baseline
- Schedule Compression Techniques
- Schedule Representation Formats

Session 5: Planning Projects — Finance & Resource Management

Finance Management

- Time Value of Money
- Cost of Capital
- Investment Evaluation Criteria
- Net Present Value (NPV) & Internal Rate of Return (IRR)
- Cash Flow Estimation
- Cost Estimation
- Cost Baseline
- Financial Reserves
- Determining the Project Budget

Resource Management

- Resource Planning & Scheduling
- Resource Optimization Techniques
- Resource Calendars
- Resource Assignment Matrix (RACI/RASCI)
- Resource Breakdown Structure (RBS)
- Balancing Resource Availability & Project Requirements

Session 6: Planning Projects — Procurement, Risk & Quality Management

Procurement & Contract Management

- Procurement Process Flow
- Source/Vendor Selection Criteria
- Types of Contracts
- Selecting the Appropriate Contract Model
- Components of a Contract

- Claims & Dispute Management

Risk Management

- Risk Framing
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Breakdown Structure (RBS)
- Risk Register
- Risk Response Planning

Quality Management

- Cost of Quality (CoQ)
- Quality Planning, Assurance & Control
- QA & QC — Tools & Techniques
- Quality Metrics
- Data Representation for Quality Decision-Making

Session 7: Stakeholder Engagement, Communications & Leadership

Stakeholder Engagement Management

- Significance of Stakeholder Engagement
- Stakeholder Analysis & Engagement Strategies
- Stakeholder Engagement Planning
- Stakeholder Engagement Assessment Matrix (SEAM)
- Stakeholder Register
- Monitoring Stakeholder Engagement

Communications Management

- Significance of Effective Project Communications
- Communication Channels
- Communication Models
- Communication Challenges & Barriers
- Stakeholder Communication Matrix
- Performance Reporting

Leading Projects

- Individual & Team Motivation
- Building & Leading Project Teams
- Leadership Styles & Approaches
- Emotional Intelligence
- Conflict Management & Resolution

Session 8: Executing, Monitoring & Controlling Projects

Project Execution

- Integrated Planning & Execution
- Managing Project Execution
- Knowledge Management

Monitoring & Controlling Projects

- Managing Changes
- Managing Project Interdependencies
- Managing Issues
- Artifact & Documentation Management
- Performance Monitoring & Reporting
- Earned Value Management (EVM)

Session 9: Project Closure & Adaptive/Hybrid Project Management

Project Closure & Organizational Change

- Project Closure Activities
- Handovers & Transition Planning
- Knowledge Transfer
- Lessons Learned
- Organizational Change Management

Adaptive & Hybrid Project Management

- Recap of the Project Lifecycle
- Types of Development Approaches
- Basics of Agile Project Management
- Different Agile Approaches
- Hybrid Project Management

- Tailoring the Delivery Approach

Session 10: New Frontiers in Project Management — AI & Sustainability

Artificial Intelligence in Project Management

- Human vs. Machine Intelligence
- Categories of Artificial Intelligence
- Prompts & Prompt Engineering
- Limitations & Challenges of AI
- Human-in-the-Loop
- Role of the Project Professional in AI-enabled Environments
- Role of AI in Project Management
- Practical Applications of AI to Enhance Project Management
- Risks & Responsible Use of AI

Sustainability in Project Management

- Redefining Project Success
- Evolution of Project Management & Sustainability
- P5 Ontology
- Five Impact Lenses across Products & Processes
- P5 Impact Scoring & Aggregation
- Integrating Sustainability into Project Decisions & Delivery