

COURSE OUTLINE

Course Code: PM-MFT

Course Name: Project Management Fundamental and Tools



DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
5 day (s)	Beginner	In Class	N/A	Project Management

Course Overview

In this course conducted by certified project practitioners, candidates will apply recognized practices of project management and understand a project's life cycle, the roles and skills necessary to effectively initiate, plan, execute, monitor, control and close a project. This is a project management course for those who wish to follow a project management career or are already working in a project team. Individuals in various job roles who are involved in leading, managing, and participating in small to large scale projects will really benefit. This course teaches candidates the practical application of the processes and tools in a project.

Prerequisites

There are no Pre-requisites for taking this course.

Target Audience

Topics

Module 1: Exploring Project Management Fundamentals

- Examine the Basics of Project Management
- Describe the Project Life Cycle vs Project management lifecycle
- Types of Management in the organization
- Project Leadership and role of the project manager
- Project Teams
- Looking at past case studies
- Best principles to follow in a project
- Impact of AI and the fourth industrial revolution on projects
- The 49 processes of the PMBOK® Guide

Module 2: Performing the Pre-Project planning

- Project brief using AI scenario
- Perform Project Feasibility
- Determine Technical Requirements

Module 3: Initiating a Project

- Prepare a Project Statement of Work
- Create a Project Charter and understand the closeout report
- Identify Project Stakeholders using a matrix

Module 4: Planning Project Strategy

- Identify Elements of the Project Management Plan

and Subsidiary Plans

- Determine Stakeholder Needs
- Create a Scope Statement
- Develop a Work Breakdown Structure

Module 5: Developing the Project

Schedule

- Create an Activity List
- Create a Project Schedule Network Diagram
- Identify types of Resources
- Estimate Durations
- Develop a Project Schedule with leads and lags
- Identify the Critical Path using CPM
- Create a Gantt chart using MS project.

Module 6: Planning Human Resources, Communication, and Quality

- Create a Human Resource Plan
- Create a Communications Management Plan
- Create a Quality Management Plan

Module 7: Planning Project Risk Management

- Examine a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Create an Impact and probability matrix
- Develop a Risk Response Plan

Module 8: Planning Project Costs

- Estimate Project Costs
- Create the budget and define the cost baseline
- Reconcile Funding and Costs

Module 9: Planning Project

Procurements

- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document

Module 10: Managing Project

Execution • Direct Project Execution

- Execute a Quality Assurance Plan
- Assemble a Project Team
- Develop a Project Team
- Manage a Project Team
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations

Module 11: Control Project

Performance

- Monitor and Control Project Work
- Manage Project Changes
- Report on Project Performance

Module 12: Monitoring Project Risks and Procurements

- Control Project Risks and create a risk report
- Managing Vendors and Procurements

Module 13: Performing the Project

Closure Processes

- Deliver the Final Product
 - Close Project Procurements
 - Conduct a Closeout Meeting
 - Officially closing out a Project
-

Exams and Certifications

At course completion

Upon successful completion of this course, students will be able to:

- Identify the fundamentals of project management.
- Compilation of the charter and scope statement
- Initiate a project and identify stakeholders
- Plan project strategies and understand phases
- Collect and analyze requirements
- Create an activity list
- Create a WBS and a PBS
- Develop project schedules using MS project
- Plan project staffing, communication, and quality.
- Plan project risk management and understand types of risks
- Compile a risk register Estimate project costs and durations
- Perform status calculations and forecasting calculations
- Plan project procurements.
- Plan for change management and transitions.
- Manage project execution processes
- Manage project procurement processes.
- Control project performance according to baselines.
- Monitor project risks and implement risk responses.
- Perform project closure processes.
- Understand project management and AI
- Understanding different project management frameworks and tools available
- Good universal principles of managing any project

Job Role
