



Proactive Professional Project
Management Services
SBU of VINSYS



Essentials of Project Management Fundamentals & Principles

Based on comprehensive learning of PMBOK® Guide
from Project Management Institute (PMI®) – USA



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Introduction:

Project Management is equally important for managing large as well as small projects. In fact, PM skills and techniques can be utilized partially or wholly, in almost all the processes within the operational framework as well.

Thinking and behaving in “Project” way certainly makes a difference which adds to the predictability of an Endeavor. What is important is visualizing the tasks, communicating to the team, and escalating the matter at a right time – to the right person and getting the things done by constantly maintaining the motivation of the team. Client site Project Manager also needs to manage vendors as well as co-ordination between the client and the implementation team.

The skills associated with defining and managing a project can be learned. Understanding and practicing the concepts taught in this class increases the likelihood of success on the project.

Learning Objectives:

- Understand the importance and contribution of using appropriate project management knowledge, skills, tools, and techniques.
- Define various parameters of the project.
- Systematically explore and refresh the ways of managing scope, cost, communication, and risk in the project.
- Identify and demonstrate the key parameters for managing the team
- Understand the following PM tools and techniques: Project Charter, Scope Statement, WBS, Responsibility Matrix, Planning, Scheduling, Network Building, Bar/Gantt Chart, and Scheduling.
- Provide insights into participants areas of PM knowledge and interpersonal skills and strength and gaps based on participants PM environment
- Demonstrate a clear understanding of what activities, tools, & techniques, are necessary in each phase of a project.

Process Groups:

Initiating, Planning, Executing, Monitoring & Controlling, Closing.

Knowledge Areas:

Time, Scope, Cost, HR, Quality, Risk, Procurement, Communication, Integration.



Who should attend :

We recommend that participants have project management background or at least have worked in project environment with at least 3.5 to 4 years of experience.

Overall Course Flow:

Duration: - 3 Days

- Understanding the principles of Project Management:
- Introduction and Key Concepts in PM, Reasons why PM is needed
- Common pitfalls
- Role of Project Manager in projects
- Role of Project Team members in Projects
- Key jobs of PM during various phases of project
 1. Prepare and Implement different kinds of plan that Project Manager needs to make while describing and explaining Project Plan, Its purpose, readership and ownership, and most important 'flexibility'.
 - ◆ **Project management Process groups:** Planning Process, Executing Process, Controlling Process, and Closing Process. Understanding processes in each process group and mapping it to the relevant knowledge area.
 - ◆ **Project Management Knowledge Areas:** Project Scope Management, Project Time Management, Cost Management, Quality in Project Perspective, Human Resources Management in Project Organization, Project Communications Management, Project Risk Management & Integrating all the above factors for effective management of Projects and Deliverables.
 2. **Introduction to concepts of Risk Management:** Impact of organizational 'risk nature' type on the overall performance of Project management while analyzing and managing the risks.
 3. **Risk identification**
 - ◆ Different types of risks,
 - ◆ Classification of risks (category-wise, priority-wise)
 - ◆ Risk statement / context, analysis of risks, risk impact and consequences
 - ◆ Risk mitigation plans, risk consequence / loss
 - ◆ Why continuous RM, costs of RM, risk reporting and information sheet, risk control, planning and prevention.
 4. **Organizational Impact:**
 - ◆ Approaches in Org Structure and its impact



- ◆ Functional v/s. Matrix v/s. Project Based Structure
- ◆ Understand determinants of behavior, self-image & self-effectiveness
- ◆ Interpersonal skills, conflict management

5. **Project Communication Planning**

6. **Teamwork, influencing self & others**

7. **Project Management Integration**

- ◆ Integrating various aspects of Knowledge areas and Processes Groups
- ◆ Closing Contracts, Closing the Projects/ Phases/ Delivery Milestones/ Stage Gates
- ◆ Updating OPA's, Resources Development, Knowledge Database

General Course Outline:

Session No	Name of Topic
1	Project management Context Different terms & terminologies like; Project phases, Deliverables, Stakeholders etc Project Management Process Groups & Knowledge Areas
2	Project Scope Management How do we SCOPE the project activities, defining Project Boundaries related processes
3	Project Time Management Estimating Time to manage Project Activities Different tools & techniques to ascertain Project Time Management
4	Project Cost Management Role of Costing & Budgeting in managing Projects Cost Management Techniques



5	Project Quality Management Concept of Quality in Projects
6	Project Human Resource Management Interpersonal attributes in projects
7	Project Communication Management How to determine suitable Communication Processes in day-to-day Project Management
8	Project Procurement Management Types of Contracts & Contact Management
9	Project Risk Management How Risk plays a major Role in Success & Failure of Projects. Various Types of processes in managing Project Risks
10	Project Integration Management Integrating all the above processes to manage Projects successfully