



Proactive Professional Project
Management Services
SBU of VINSYS



Preface to Project Management

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



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Introduction:

Generally Project management is found operational at the middle and higher levels of management. It helps the organizations to more effectively deliver the products and services.

However its identity is often meager at the lower levels of hierarchy, to the junior most executives.

Based on the observations and feedback of senior professionals from various industry segments, it is found that they require the junior employee not only degree/diploma holder but also having Project Management exposure & awareness.

This course is especially designed for the Fresh Graduates or those who are still pursuing education or even the junior most executives to guide them and improve upon their productivity and involvement in the day-to-day Project Management.

Learning Objectives:

- What is Project? Meaning & Definition
- What is Project Management?
- Understand various Process Groups
- Understand various Knowledge Areas under Project
- Roles & Responsibilities of Project Team Member.
- Use of Project Management Knowledge for Freshers.

Prerequisites:

- All the Final Year Students of Degree or Diploma of any Branch
- All the Post Graduate Students of any Branch
- All Freshers or 1 to 2 years experience

After the Course participants would be able to understand:

- Establishing a common language and understanding of basic Project Management terms and concepts such as PMBoK®, project, project management, operations, programs, stakeholders, earned value, scheduling techniques, and project managers' responsibilities and competencies.
- Describe the purpose, inputs, and outputs of the core processes in each of the five Process Groups: Initiation, Planning, Controlling, Execution and Closing
- Define the 9 Project Management Knowledge areas & the processes in each. Define & explain the relationship of Process groups, knowledge areas, project phases, and Project and Product Life Cycle.



Understanding of the following PM tools and techniques: Project Charter, Scope Statement, WBS, Responsibility Matrix, Planning, Scheduling, Network Building, Bar/Gantt Chart, Scheduling Overall 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:

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

Duration:

16 hours

Brief 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 to our work
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

