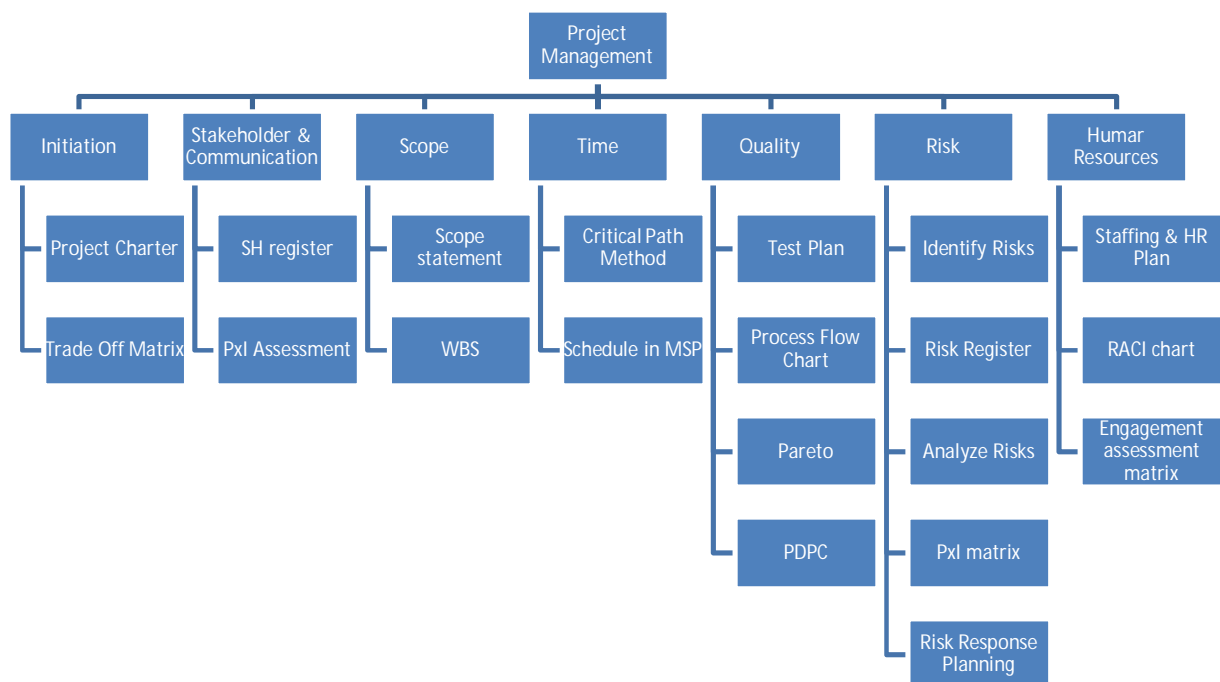


## Introduction:

Project management is all about bringing order, discipline, visibility and predictability in entire work envisaged to be done during a project. There are global standards for project management, based on variety of projects done in the past across different industries and geographies. These are compiled into a body of knowledge called PMBOK®. There are a variety of techniques and best practices which can help any project manager to bring some discipline to chaos. This training will focus on not only learning various PMBOK concepts but also applying them on the real life projects.

**Scope of This Program:** This program will provide hands-on experience with variety of PM techniques, based on a real life case study project. The participants will be introduced to different situations in a typical project right from initiation to closure, thereby introducing how different techniques can be useful in bringing some discipline in the project work. Participants will get to experience following techniques, hands-on.

Participants are expected to apply these techniques post the training on their projects. After 4 weeks, there will be review of how effectively these artefacts are being applied on projects by the participants.



**Learning Objectives:** The course will enable participants to ...

- Appreciate that projects and PM concepts exist all around us!
- Learn concepts through simple movie clips, layman’s examples, thereby making learning interesting ☺
- Apply these techniques and actually produce various PM artifacts on a case study project
- Review and feedback on effectiveness of applying these techniques on projects

## Pre-requisites:

- Participants are expected to have MSP installed on their machines during 2<sup>nd</sup> to 4<sup>th</sup> day of training. 60 days of trial version is available for free.
- Participants with project background
- Past experience in managing projects would be nice to have. PMP certification is not mandatory, but nice to have
- In fact this training can prepare aspiring PM's for PMP

## Course Agenda:

### Day 1: Session Plan

Session #	From	To	Duration (mins)	Session	Remarks
1	9:00	11:00	120	Ice breaker test Introduction Project, Program, PMO, OPA, EEF, Life Cycle, PM, KA, PG, etc	White board diagraming and Interactive discussion based
	11:00	11:15	15	Tea Break	
2	11:15	13:00	105	Initiating a project - 4.1, 13.1, high level scope statement and WBS	Movie clip and interactive discussion based Cover initiation and then move on to planning
	13:00	13:45	45	Lunch Break	
3	13:45	14:15	30	Develop a project charter and create a SH register for situation described in CS project	Case study based exercise
4	14:15	15:15	60	Scope clarity - all SH on same page WRT in and out of scope - detailed scope statement, WBS, RTM, Requirements documentation	Movie clip and interactive discussion based
	15:15	15:30	15	Tea Break	
5	15:30	16:00	30	Develop a WBS for situation described in CS project	Case study based exercise
6	16:00	16:30	30	Develop a scope statement and RTM for situation described in CS project	Case study based exercise
7	16:30	17:00	30	Develop a trade-off matrix for situation described in CS project	Case study based exercise

### Day 2: Session Plan

Session #	From	To	Duration (mins)	Session	Remarks
1	9:00	10:30	90	Quick recap Schedule development concepts explanation: CP, Leads, Lags, Dependencies, Resources, network diagram, crashing, fast tracking etc.	White board diagramming and Interactive discussion based
	10:30	10:45	15	Tea Break	
2	10:45	11:15	30	Demonstrate a quick schedule development using MSP	Interactive discussion using MSP as a tool
3	11:15	12:45	90	Develop a schedule for project situation described in CS project	Case study based exercise
	12:45	13:30	45	Lunch Break	
4	13:30	14:15	45	Resource Planning: overview RBS, Org chart, resource loading	Interactive discussion
5	14:15	15:00	45	Resource Planning: Resource Calendar, RACI chart, Engagement assessment matrix, Motivation theories	Movie clip and interactive discussion based
	15:00	15:15	15	Tea Break	
6	15:15	15:45	30	Develop a RACI chart, engagement assessment matrix, RBS for case study based situation	Case study based exercise
7	15:45	17:00	75	Risk Management: Differentiate between risk and issue, identify risks, risk register	Movie clip and interactive discussion based
8	17:00	17:15	15	Buffer	

**Day 3: Session Plan**

Session #	From	To	Duration (mins)	Session	Remarks
1	09:00	10:30	90	Quick recap Identify and document risks in case study situations Risk Management: Analyse risks (Pxl matrix), prioritize risks, risk response planning	Case study based exercise
	10:45	11:00	15	Tea Break	
2	11:00	12:30	90	Quality Planning: Test plans, test strategy, test scenarios, metrics planning, pareto, PDPC, etc Differentiate between quality control and quality assurance roles	White board diagram and discussion based
3	12:30	13:00	30	Assess risks and situations in case study and think through a test plan and process flow diagram and choose quality	Case study based exercise

Session #	From	To	Duration (mins)	Session	Remarks
				metrics. Do PDPC for 1 key deliverable	
	13:00	13:45	45	Lunch Break	
4	13:45	15:15	90	Concept explanation: Management of projects by stages, rolling wave planning Maintaining plan at different stages Management of projects by exception Concept and importance of thresholds (trade-off matrix)	White board diagram and discussion based
	15:00	15:15	15	Tea Break	
5	15:15	16:45	90	Demonstrate maintaining plans with varying levels of details for different planning horizons using MSP	MSP based and case study based exercise
6	16:45	17:00	15	Recap of all concepts learnt so far	
7	17:00	17:15	15	Buffer	

Note: This overall flow of the course is subject to change based on participants' interactions & queries.

#### Post Training Assessment:

Participants are expected to apply all these artefacts (see the chart scope section above) on their projects after the training.

- Format and templates of all artefacts will be shared with participants, post the training
- 4 weeks after the training, the consultant would visit the organization again
- Review all the above artefacts' application on the real projects, by sitting with each individual participant. One round of this review is only assumed to be in scope.
- Average 2 hours per participant are assumed for this review
- Feedback will be shared with individual participants, as well as overall summary to be shared with organization. The feedback will capture what they should
  - Start doing (new or different)
  - Continue doing
  - Stop doing

**Cost Estimate:**

Sr No	Description	Cost (INR)	Remarks
1	Pre-Training work (case study, templates)	30,000	Includes effort to design and development of a relevant case study, templates for all artefacts
2	Training and Facilitation workshop	30,000	3 days of workshop duration assumed
3	Post-Training assessment	40,000	Total 15 participants assumed, 2 hours per participant, and final assessment report

**Note:** Above charges are excluding taxes.