**Introduction:**

Project management is all about bringing order, discipline, visibility and predictability throughout the work envisaged to be done during a project, in an ever changing environment! 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.
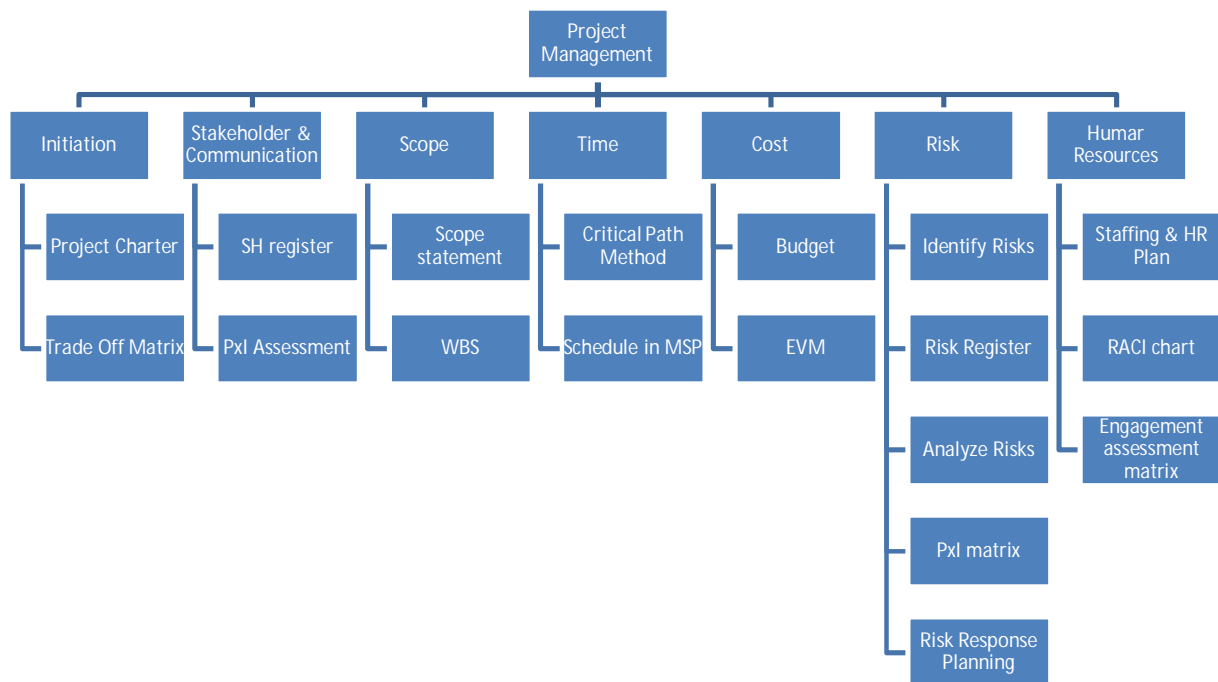
Learning Objectives: The course will enable participants to …

- 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
- Demonstrate how Microsoft Project can be effectively used to demonstrate scope, time, cost, resource and risk management aspects using one single tool!

Pre-requisites:

- Participants are expected to have MSP installed on their machines during 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 - 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	17:15	75	**Schedule development concepts explanation: CP, Leads, Lags, Dependencies, Resources, network diagram, crashing, fast tracking etc.**	White board diagraming and Interactive discussion based

Day 2: Session Plan

Session #	From	To	Duration (mins)	Session	Remarks
1	9:00	10:30	90	**Quick recap** **Demonstrate a quick schedule development using MSP**	Interactive discussion using MSP as a tool
	10:30	10:45	15	**Tea Break**	

Session #	From	To	Duration (mins)	Session	Remarks
2	10:45	12:45	120	**Develop a schedule for project situation described in CS project**	Case study based exercise
	12:45	13:30	45	**Lunch Break**	
3	13:30	14:15	45	**Resource Planning: overview RBS, Org chart, resource loading**	Interactive discussion
5	14:15	15:00	45	**Develop a RACI chart, engagement assessment matrix, RBS for case study based situation**	Case study based exercise
	15:00	15:15	15	**Tea Break**	
6	15:15	15:45	30	**Basics of cost vs budget**	
7	15:45	17:15	90	**Cost Management using MSP: Tracking actual values, showing PV, EV and AC and SPI, CPI, and entire EVM concepts in MSP**	Interactive discussion based on MSP
8	17:15	17:30	15	**Buffer**	

Day 3: Session Plan

Session #	From	To	Duration (mins)	Session	Remarks
1	09:00	10:30	90	**Risk Management: Differentiate between risk and issue, identify risks, risk register**	Movie clip and interactive discussion based
	10:45	11:00	15	**Tea Break**	
2	11:00	12:30	90	**Risk Planning: Various risk response planning strategies Seeing its impact on schedule using MSP**	White board diagram and discussion based
3	12:30	13:00	30	**Assess risks and situations in case study and think through a risk response plans**	Case study based exercise
	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

Session #	From	To	Duration (mins)	Session	Remarks
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 (Proposal):

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

- Format and templates of all artefacts can be shared with participants, post the training

- 4 weeks after the training, the consultant may visit the organization again or do a review remotely

- Review all the above artefacts' application on the real projects, by sitting with each individual participant. Or can be done remotely. One round of this review can be proposed.

- Exact details of these reviews can be discussed, if the customer thinks this will benefit them

- Feedback can be shared with individual participants, as well as overall summary can be shared with organization. The feedback will capture what they should

    o   Start doing (new or different)

    o   Continue doing

    o   Stop doing