

Project Management

Duration: 5 days

PMP preparatory program

Supercharge Your Skills and Work Smarter

Research indicates that employers will need to fill nearly 2.2 million new project-oriented roles each year through 2027. This means skilled project managers are in high demand. This Project Management training is designed by project professionals, for project professionals and validates that you are among the best—highly skilled in:

- **People:** emphasizing the soft skills you need to effectively lead a project team in today's changing environment.
- **Process:** reinforcing the technical aspects of successfully managing projects.
- **Business Environment:** highlighting the connection between projects and organizational strategy.

Project Management training validates that you have the project leadership skills employers seek. This course is designed on the actual PMI (Project Management Institute) standards and the PMBOK (Project Management Book of Knowledge) which will enable you to attempt for your (PMP) Project Management Professional certification and includes three key approaches:

- **Predictive** (waterfall)
- **Agile**
- **Hybrid**

Gain a competitive edge. Prove you work smarter. Make your goals a reality. Earn the PMP today.

Why train for Project Management?

It adds value. CIO magazine ranked the PMP as the top project management certification in North America because it demonstrates you have the specific skills employers seek, dedication to excellence and the capacity to perform at the highest levels.

The PMP proves you work smarter. It shows you have the skills to drive business results and increase your organization's impact in the office and around the world.

Key concepts:

Project Management is not about managing people alone. Here we shall bifurcate project management into different process groups and knowledge areas. Process groups include initiating, planning, executing, monitoring and controlling, and closing.

Knowledge areas include integration, scope, time cost, quality, **human resources**, communication, risk, procurement, and **stakeholder management**.

MODULE DELIVERY PLAN – DAY 1					
Session	Methodology	Duration (in Minutes)	Intent of the Session	Time (IST)	
<ul style="list-style-type: none"> • Trainee & Trainer Interaction 	Activity	30	Introduction of the trainees and a brief understanding on the intent and content of the training material	0800 to 0830	
<ul style="list-style-type: none"> • Introduction & Overview <ul style="list-style-type: none"> ○ Define PMP® Certification & PMI® ○ Application requirements & guidelines ○ Exam outline & syllabus ○ Project Definition ○ Role of a Project Manager ○ Benefits of project management ○ Portfolio, Program, and Projects ○ Stakeholders and their impact to the project ○ Identify the necessary skills that Project Managers need to demonstrate • Professional & Social Responsibility <ul style="list-style-type: none"> ○ Professional & social obligations of Project Managers ○ Individual integrity ○ Ways to contribute to project management knowledge base ○ Enhance professional competence ○ Promoting stakeholder collaboration • Management Framework <ul style="list-style-type: none"> ○ Role of the PMO ○ Organization Structures ○ Project Life Cycle Vs Product Life Cycle ○ Project Management Process Map and Framework 	PPT, AV	75	Introduction to Project Management	0830 to 0945	
	Tea Break				
	PPT, AV	120	Ethics, Roles & Responsibilities	1000 to 1200	
	Lunch				
	PPT, AV	120	Project Manager connectivity with other entities and functions	1245 to 1445	
	Tea Break				
PPT, AV	90	Project Management Framework & Day end summary	1500 to 1630		

MODULE DELIVERY PLAN – DAY 2					
Session	Methodology	Duration (in Minutes)	Intent of the Session	Time (IST)	
<ul style="list-style-type: none"> • Recap of Day 1 	-	30		0800 to 0830	
<ul style="list-style-type: none"> • Project Management Processes <ul style="list-style-type: none"> ○ Process Group Interactions ○ Recognize the processes aligned with different Process Groups and Knowledge Areas ○ Identify the inputs and actions of Project Management Process Groups • Integration Management <ul style="list-style-type: none"> ○ Define Project Integration Management ○ Key role of the project manager, project team and project sponsor ○ Project selection methods ○ Project Integration Management processes ○ Key terms ○ Process Group Interactions • Scope Management <ul style="list-style-type: none"> ○ Define Project Scope Management ○ Project Scope Vs Product scope 	PPT, AV	75	How do process in a Project link	0830 to 0945	
	Tea Break				
	PPT, AV	120	Integrating your project	1000 to 1200	
	Lunch				
	PPT, AV	120	Manage the scope of a project, Work Breakdown Structure formation	1245 to 1445	
	Tea Break				
PPT, AV	90	Processes to follow in Scope Management	1500 to 1630		

<ul style="list-style-type: none"> ○ Key terms ○ Understand WBS ○ Project Scope Management processes 				
---	--	--	--	--

MODULE DELIVERY PLAN – DAY 3

Session	Methodology	Duration (in Minutes)	Intent of the Session	Time (IST)
• Recap of Day 2	-	30		0800 to 0830
<ul style="list-style-type: none"> • Schedule Management <ul style="list-style-type: none"> ○ Define Project Schedule Management ○ Project Schedule, Gantt charts, and Network Diagrams ○ Key terms ○ Project Schedule Management processes ○ Schedule network analysis techniques • Cost Management <ul style="list-style-type: none"> ○ Define Project Cost Management ○ Cost Estimation Vs Cost Budgeting ○ Control Accounts ○ Project Cost Management processes ○ EVM techniques to track project performance ○ Key terms 	PPT, AV	75	Importance, Impact & Schedule Management Techniques	0830 to 0945
	Tea Break			
	PPT, AV	120	Schedule Calculations	1000 to 1200
	Lunch			
	PPT, AV	120	Importance, Impact & Cost Management Techniques	1245 to 1445
	Tea Break			
	PPT, AV	90	Cost Calculations	1500 to 1630

MODULE DELIVERY PLAN – DAY 4

Session	Methodology	Duration (in Minutes)	Intent of the Session	Time (IST)
• Recap of Day 3	-	30		0800 to 0830
<ul style="list-style-type: none"> • Quality Management <ul style="list-style-type: none"> ○ Define Quality and Quality Management ○ Quality Planning Vs Quality Assurance Vs Quality Control ○ Cost of quality and its classifications ○ Project Quality Management processes ○ 7 Basic Tools of Quality ○ Six Sigma Overview • Resource Management <ul style="list-style-type: none"> ○ Define Project Resource Management ○ Functional manager Vs Project Manager processes ○ Stages of team formation, ○ Powers of project manager, ○ Conflict management techniques ○ Organization theories and leadership styles • Communication Management <ul style="list-style-type: none"> ○ Define Project Communications Management ○ Different communication methods, technology & channels ○ Elements of a basic communication model ○ Project Communications Management processes 	PPT, AV	75	Understanding the process of Quality & methodologies	0830 to 0945
	Tea Break			
	PPT, AV	120	Resource classifications, allocations	1000 to 1200
	Lunch			
	PPT, AV	120	Communication Channels & Calculations, Methodologies	1245 to 1445
	Tea Break			
	PPT, AV	90	Conflict management	1500 to 1630

MODULE DELIVERY PLAN – DAY 5					
Session	Methodology	Duration (in Minutes)	Intent of the Session	Time (IST)	
• Recap of Day 4	-	30		0800 to 0830	
<ul style="list-style-type: none"> • Risk Management <ul style="list-style-type: none"> ○ Define risk ○ Key terms ○ How to calculate risk ○ Identify different categories of risk ○ Project Risk Management processes • Procurement Management <ul style="list-style-type: none"> ○ Define contract ○ Centralized Vs Decentralized Contracting ○ Types of contracts ○ Key terms used in Procurement ○ Project Procurement Management processes. • Stakeholder Management <ul style="list-style-type: none"> ○ Define stakeholders ○ Identify different stakeholders on a project ○ Stakeholder classification models ○ Stakeholder engagement assessment matrix ○ List the skills needed to manage stakeholders ○ Project Stakeholder Management processes 	PPT, AV	75	Risk identification, avoidance & mitigation	0830 to 0945	
	Tea Break				
		PPT, AV	120	Methodologies & contract types	1000 to 1200
	Lunch				
		PPT, AV	120	Identification & communication with stakeholders	1245 to 1445
	Tea Break				
	PPT, AV	60	Managing stakeholders	1500 to 1600	
• Summary & Closing Discussions	-	15-30	Any further clarifications / doubts to be explained. Notifying all participants of the follow-up email containing study material, mock exam links and feedback forms.	1600 to 1630	

Certification

The certificate provided by TRACEZ can be used to register for PMP examination. Certificate sample attached.