



Project Management Program

Meet Your Instructor

SKILLED FOR WORK



Project Management Program

Program Overview

SKILLED FOR WORK

Module 1

FUNDAMENTALS OF PROJECT MANAGEMENT & TOOLS.

- Introduction to Project Management
Definition, Importance, Needs and Sizes of Projects
- Project Life Cycle & Methodologies
Stages, methodologies and agile processes
- Roles & Responsibilities
Key roles within a project team & How roles interact
- Project Management Tools & Software
Trello, Asana, Jira, Microsoft Project, etc
- Airtable 1, Airtable 2
- Traits and Soft Skills in Project Managers
- Career Path in Project Management
Types of PM Jobs & Salary Ranges

Module 2

INITIATION

- Identify client needs.
- Classify the complaint and what should be achieved.
- Develop project charter.
- Identify Stakeholders.
- Escalate complaints to the right stakeholders.

Module 3

PLANNING

- Pitch for sales to a new customer or existing client
- Develop a plan for delivering the Pitch
- Plan scope management by collecting the pitch requirements, defining the scope and creating a WBS
- Define pitch activities, estimate the activities & develop a schedule
- Plan the cost of the pitch, estimate the cost and determine the cost
- Plan the quality of the pitch
- Plan the resources needed and estimate the resources needed for the pitch
- Plan resource, Quality, communication
- Risk Management for the Pitch.

Module 4

EXECUTION

- Resolve a customer complaint
- Manage and direct the nature of product complaint
- Identify and manage the quality of the complaint
- Acquire resources, develop resources and manage resources for the complaint.
- Direct and manage the resolution of the complaint
- Manage communications of progress achieved to the client and internal teams.
- Conduct procurement
- Manage stakeholder engagement, especially the customer

Module 5

MONITORING AND CONTROL

- Take a customer order and ensure its delivery.
- Monitor and control the order progress.
- Validate order, control order
- Control schedule of order, resources and costs
- Perform Integrated change control, validate order, control order
- Control schedule and costs
- Control quality of orders and resources
- Monitor communications and Risks to complete the order
- Control procurement and monitor stakeholder engagement
- To show templates for schedule etc,

Module 6

CLOSURE

- Collect feedback data and save in customer file.
- Close each project phase.

Module 7

AGILE METHODOLOGIES

- Carrying out actions of a traditional deliverable action Using agile.
- Pre-sprint activities for preparing the Pitch.
- Understand team roles and define key elements such as sprint duration product backlog.
- Sprint planning meeting to ensure delivery of a successful customer pitch.
- Daily stand-up/Daily work.
- Product Increment, sprint Review.
- Sprint retrospective to assess what was achieved in the last sprint.
- Update product backlog with progress.
- Sprint planning meeting.
- Initial traditional deliverable: Pitch for sales to a new customer or existing client.