

## Project Management

**Level:** medium

**Length:** 21 hours

**Course objective:** introductory training for managers involved in software development

**What you will learn:** the participants get a fundamental preparation regarding the project management topics: how to plan and control the project execution, how to manage the project risks and opportunities, what the requirements are for an effective project manager.

**Who can participate:** project managers or project coordinators, project team members interested in a better understanding of project activities and the way they should interfere with the project manager.

**Required facilities:** VGA projector, white board, pin-board


**Related courses:** Quality Management, Risks Management, Time Management

**Description:** the course presents the main concepts and methods related to project management, the corresponding activities to be performed in different project phases: initiation, planning, execution, monitoring and controlling and closure. The theoretical concepts are applied during several group exercises.

**Note:** our trainer is **PMP** (Project Manager Professional) certified

### Contents

1. What is a project? What makes a project successful?
2. Project Management Concepts and Definitions
3. Project Management phases
  - a. Initiation
  - b. Planning
  - c. Execution
  - d. Monitoring and Controlling
  - e. Closure

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4. Project Initiation
    - a. Project Objectives
    - b. Project Scope
    - c. Project Manager Role
    - d. Project Communication
    - e. Stakeholders Analysis
  
  5. Planning
    - a. WBS (Work Breakdown Structure) and Work Packages
    - b. Work Package Estimation
    - c. Network Diagram
    - d. Critical Path Method
    - e. Project Resource Plan
    - f. Project Schedule
    - g. Project Cost Plan
    - h. Risk Management
  
  6. Monitoring and Controlling
    - a. Methods and Tools for Project Monitoring and Controlling
    - b. Project Monitoring and Controlling
    - c. Project Change Management
    - d. Earned Value Management
    - e. Risk Monitoring and Controlling
    - f. Project Reporting
  
  7. Closure
    - a. Project Evaluation
    - b. Lessons Learned
  
  8. Decision Analysis and Resolution Process
    - a. Formal Decision Process: selection criteria, evaluation methods
  
  9. Quality Management in Projects
    - a. Quality Planning
    - b. Quality Assurance
    - c. Quality Control