

Fundamentals of Project Management

An intensive training program for building Project Teams

PMSoft is conducting this training program, which is designed to expose the participants to an integrated approach to Project Management. It is designed to develop the basic knowledge needed to manage projects effectively.

Learning Objective & Course Contents:

1. Establish a common vocabulary and understanding of basic Project Management terms and concepts such as project, project management, operations, programs, stakeholders, scheduling techniques, and project managers responsibilities and competencies.
2. Understanding the difference between Project Management, Product life cycle and SDLC.
3. Understand the scope management and create Responsibility Matrix and develop communication management plan by identifying stakeholders needs and expectations
4. How to manage resources on the bottlenecks in a resource constrained scenario and managing multiple projects as well as effect of multi tasking on the project.
5. Understanding concepts of risk management, to analyze one's risk taking abilities, Importance of data management and establishing data ownership and Management during crisis
6. To design standard templates using a current/past projects for better communication amongst stakeholders and importance of common tool for flow of information across projects (A demo can be arranged if required) .
7. Nuances of communication and enquiry into one's communication skills and managing HR conflicts amongst the team and across geographic locations.
8. Developing a project plan and implementing a project to understand the one's own execution style and learning the adoption of leadership roles in various phases of a project.
9. Importance of Integration processes and project manager's role in integration.

Training Methodology:

- The program can be conducted in classroom or in a residential manner.
- PMSoft uses **Experiential Learning** methodology where by various project scenarios are simulated in the group which helps one understand and learn the concepts, and their own management style thru' their own experiences

Course Duration: 2/3 Days

Who should attend :

Project Managers, Project Leaders, Project Engineers, Project Assistants, Team Members, Administrators, Senior Officials, etc. involved in planning & implementation of projects from all sectors and disciplines.