

"Essential Project Management Skills for Professionals: A One-Day Course"

TOC for Essential Project Management Skills for Professionals – 1 Day

Session 1 – Introduction & Project Foundations

- Common Vocabulary: Understand key project management terms critical for effective communication.
- Project Environments: Learn about Enterprise Environmental Factors and Organizational Process Assets that influence project management.

Session 2 – Integration & Scope Management Overview

- Develop Project Charter & Management Plan: Learn to create essential documents that outline project objectives and guide project execution.
- Scope Management Overview:
 - Collect Requirements: Techniques for gathering and documenting stakeholder needs and expectations.
 - Define Scope: Establish clear project boundaries to ensure focused project execution.
 - Work Breakdown Structure (WBS): Understand how to decompose project deliverables into manageable components.

Session 3 – Schedule & Cost Management Overview

- Schedule Management Overview:
 - Define & Sequence Activities: Learn to identify and organize tasks for logical project progression.
 - Estimate Durations: Techniques to accurately predict task timelines.
 - Develop Schedule: Create a cohesive project schedule that aligns with project objectives.
- Cost Management Overview:

- Estimate Costs: Gain skills in forecasting financial requirements for project tasks.
- Determine Budget: Learn to compile a comprehensive budget that supports project success.
- Short activity: Build a mini project schedule and cost estimate to apply concepts.

Session 4 – Monitoring, Controlling & Closing Overview

- Monitor & Control: Learn strategies for overseeing and adjusting project scope, schedule, and cost to maintain alignment with project goals.
- Change Control Process: Understand the procedures for managing changes to project parameters.
- Closing a Project or Phase: Master the steps necessary to formally conclude a project or its phases ensuring all deliverables are completed.

Session 5 – Wrap-Up & Q&A

- Recap of Key Concepts: Review the essential project management skills and knowledge covered.
- Q&A: Address questions and clarify doubts to solidify understanding and readiness to implement project management principles in real-world scenarios.

This one-day program aims to equip professionals with essential project management skills, ensuring they can effectively contribute to and lead projects within their organizations.