DA 525 - Project Mngmt and Business Communication
Summer 2023

Overview : Students of this project management training course report major improvements in project estimation, increased credibility with their customers, effective risk management, better control over scope creep, and an overall satisfaction with the positive impact on their company's operations.

Learn the fundamentals and best practices of project management methodology as applied to IT initiatives, and practice and master the skills you need to deliver IT projects on time, within budget, and to specification. Examine all aspects of IT projects, including hardware, software, vendor relationships, communicating with different stakeholders, and working with teams. Learn to determine project scope through effective requirements identification, set and manage stakeholder expectations, identify and manage IT risks, and meet quality standards. Learn how to overcome the most common pitfalls of IT project success.

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Schedule: Tuesday   19:00 – 22:00, (Lecture)
                  Thursday 19:00 – 22:00, (Lecture)

References: PMBOK® Guide v7 (**Suitable for the new PMP Exam**)

Learning Objectives - The student who successfully completes this course will:

* Project Management Principles (Frameworks and Methodology)
* Project and Product Development Life Cycle
* Project Management Knowledge Areas and Process Groups
* Project Management Performance Areas

Course Outline

Module 001 : Project Management Principles (Framework and Methodology)

* What is the PMBOK® Guide?
* PMI® Code of Ethics and Professional Conduct
* Definition of a Project, Program and Portfolio Management
* Project Success and Failure
* Business Value
* Progressive Elaboration
* Organizational Process Assets
* Enterprise Environmental Factors
* Project Governance
* Relationships between Project Management and Organizational Strategy
  * Functional Organization
  * Matrix Organization
  * Mixed Organization
* The Project Management Office (PMO)
  * Role Of the Project Management Office

- o Types Of the Project Office
- Project Stakeholders
  - o Customer / End User
  - o Project Sponsor
  - o Resource Manager
  - o Project Management Team
  - o Project Team
  - o Project Manager
    - PMI® Competency Triangle
    - Project Management Roles
    - Power Of The Project Manager
    - Project Manager's Leadership
    - Types of Project Manager
- Project Management Process Groups and Knowledge Areas

Module 002 : Initiation Process Group

- Business Value Creation
- Business Case / Vision
- Project Management Approach
- Development Life Cycle
  - o **Plan-driven (Predictive) Development Life Cycle**
  - o Iterative-based Development Life Cycle
  - o Incremental-driven Development Life Cycle
  - o **Change-driven (Agile) Development Life Cycle**
  - o Feasibility
- Product / Project Selection Method
- **Project Charter (Workshop)**

Module 003 : Planning Process Group

- Stakeholder Analysis
- Planning of Scope
- Gathering Requirements
- Requirements Prioritization
- Defining Scope
- **Case Study (Workshop : Project Scope Statement)**
- Establishing the Work Breakdown Structure
- **Case Study (Workshop : Work Breakdown Structure)**
- Planning of Timetable
- Description of Activities
- Sequencing of Activities
- Estimating Activity Durations
- Time Estimation Techniques
- Developing the Timeline
- Critical Path Analysis

- **Case Study (Workshop : Critical Path Analysis)**
- Resource Optimization Techniques
- Planning of Cost
- Estimating Costs
- Cost Estimation Techniques
- Determination of the Budget
- Planning of Quality
- Planning of Resource
- Estimating Activity Resources
- Planning of Communication
- Planning of Risk
- Identification of Risks
- Performing Qualitative Risk Analysis
- Performing Quantitative Risk Analysis
- Planning Risk Responses
- Planning of Supply
- Contract Types
- Planning Stakeholder Engagement
- Development of Project Management Plan
- <u>End of the topic Exam</u>

Module 004 : Execution Process Group

- Quality Management
- Provision of Resources
- Team Development
- Managing the Team
  - Leadership
  - Motivation Theories
  - Communications
  - Conflict Resolution
- Managing Communication
- Implementation of Risk Responses
- Execution of Procurements
- Managing Stakeholder Engagement
- Directing and Managing Project Studies
- Managing Project Knowledge Base
- <u>End of the topic Exam</u>

Module 005 : Monitoring and Control Process Group

- Monitoring and Control of Project Work
- Implementing Integrated Change Control
- Confirmation of Scope
- Control of Scope

- Timeline Control
- Control of Costs
- Earned Value Analysis
- Performance Reporting
- Quality Control
- Control of Resources
- Monitoring Communication
- Monitoring of Risks
- Control of Procurements
- Monitoring Stakeholder Engagement
- <u>End of the topic Exam</u>

Module 006 : Closing Process Group

➕ **Provide class exercises, group discussions and activities**

➕ **Lessons Learned**

➕ **Final Exam**

➕ **Grading**

- Attendance and in-class participation 30%
- Final Exam 35%
- Team Work Activities (Class exercises, Group discussions) / Case Studies 35%)