

## Course Contents

# Project Management Basics

01

### **Introduction to Project Management (4 hours)**

- A. Key Definitions in Project Management
- B. Project Management Principles and Domains

02

### **Traditional Project Management (4 hours)**

- A. Overview
- B. PM Process Groups Deep Dive

03

### **Agile and Hybrid Project Management (4 hours)**

- A. Introduction to Agile
- B. Agile Stakeholder Management
- C. Managing an Agile Team
- D. Agile Ways of Working

04

### **Generative AI in Project Management and Professional Ethics (2 hours)**

- A. GenAI in Project Management
- B. Professional Responsibilities and Ethics

# 01

# Introduction to Project Management

## Project Management Principles and Domains

- Introduction to PM Principles
- PMI Code of Ethics and Professional Conduct
- The 12 Principles of project management
- Stewardship
- Team
- Stakeholders
- Value
- Systems Thinking
- Leadership
- Tailoring
- Quality
- Complexity
- Risk
- Adaptability and Resiliency
- Change
- Project Performance Domains intro
- Stakeholder Performance Domain
- Team Performance Domain
- Development Approach Life Cycle Performance Domain
- Planning performance domain
- Work performance domain
- Delivery Performance Domain
- Measurement Performance Domain
- Uncertainty Performance Domain

# 01

# Introduction to Project Management

## Key Definitions in Project Management

- What is a Project
- What is Project Management
- What is Program Management
- Project Management Office
- What is Portfolio Management
- Operations Management
- Phases and Deliverables
- Project Life Cycle
- Project Governance
- Stakeholders
- Roles of a Project Manager
- What are Milestones
- Organizational Structures
- Product vs Project Management
- Project Components
- Risk vs. Issues vs. Assumptions vs. Constraints
- Project Constraints

## 02

# Traditional Project Management

## Overview

- Introduction to Traditional Project Management
- Introduction to the process groups
- EEF and OPA, Project Documents, PM Plan
- Processes ITTO's

## PM Process Groups Deep Dive

- **Integration**
  - Develop Project Charter
  - Identify stakeholders
- **Planning**
  - Develop Project Management Plan
  - Plan Scope Management
  - Collect Requirements/Define Scope/Create WBS
  - Plan Schedule Management
  - Define Activities/Sequence Activities/Estimate Activity Durations/PERT Formula
  - Develop Schedule
  - Critical Path Method
  - Plan Cost Management/Estimate Cost/Determine Budget
  - Plan Quality Management
  - Plan Resources Management/Estimate Activity Resources
  - Plan Communication Management
  - Plan Risk Management/Identify Risks/Perform Qualitative Risk Analysis/Perform Quantitative Risk Analysis/Plan Risk Response
  - Plan Procurement Management
  - Plan Stakeholder Engagement

## 02

# Traditional Project Management

- **Executing**

- Direct and manage Project work
- Manage Project Knowledge
- Manage Quality
- Acquire Resources
- Develop Team/Manage Team/People Management Terms/MBTI
- Project Communications
- Implement Risk Responses
- Conduct Procurements
- Manage Stakeholder Engagement
- Monitoring and Controlling
- Monitor and Control Project Work
- Perform Integrated Change Control
- Validate Scope
- Control Scope, Schedule, Cost
- Earned Value Management/Earned Value Management Formulas
- Control Quality
- Control Resources
- Monitor Communication
- Monitor Risk
- Control Procurements
- Monitor Stakeholder Engagement

- **Project Closure**

## 03

# Agile and Hybrid Project Management

## Introduction to Agile

- What is agile/Agile vs. Traditional PM/Agile Benefits
- Agile Manifesto and Mindset/Agile Guiding Principles/Agile Methods/Agile Terminology
- Lifecycle selection (tailoring)
- Scrum/Scrum Activities/Scrum Artifacts

## Agile Stakeholder Management

- Stakeholder Stewardship/Educating People about agile (establishing an agile environment)
- Engaging Stakeholders/Methods of Stakeholder Engagement
- Agile Chartering
- Definition of Done
- Set a shared vision
- Agile Modeling/Personas
- Communicating with stakeholders
- Value Prioritization by the Customer/Different Prioritization Techniques

## Managing an Agile Team

- Building Agile teams
- Leading Effectively
- How to conduct a workshop
- Brainstorming and Participatory Decision Models
- Collaboration Games
- **Using Critical Soft Skills**
  - Emotional Intelligence
  - Negotiation
  - Active Listening
  - Facilitation
  - Conflict Resolution

## 03

# Agile and Hybrid Project Management

- Safe place
- Tuckman Five stages of team development
- Training, coaching, and mentoring

## Agile Ways of Working

- Agile Plans
- Reduce Waste/Limit WIP
- Key Performance Indicators
- Regulatory Compliance (e.g. data, fiscal and legal)
- Risk Management
- Delivering Value Incrementally/Minimal Viable Product
- Progressive Elaboration
- Coarse Requirements
- Timeboxing/Ideal Time
- User Stories/User Story Backlog
- Assigning points to the stories using Fibonacci Sequence
- Wideband Delphi/Planning Poker
- Burn and Velocity charts
- Story Maps and Product Roadmaps
- Lead time and Cycle time
- Defects
- Variances and Control Limits
- Fixing Problems/Kaizen/Customize Processes (Lean)
- Project Pre-Mortems
- Retrospective: Set the stage/Gather Data/Generate insights/Decide what to do/Close the retrospective/Team self-assessment

04

# GenAI in Project Management and Professional Ethics

Generative AI in Project Management

Professional Responsibilities and Ethics