Comprehensive Project Management Bootcamp

Duration : 5 Days (approximately 35-40 instructional hours)

Course Goal: To equip participants with a thorough understanding and practical application of project management principles, processes, tools, and techniques, enabling them to effectively manage projects from initiation through closure.

Learning Objectives

a) Define and articulate core project management concepts, terminology, and the standard project lifecycle.

b) Develop a robust Project Charter to formally authorize a project.

c) Identify, analyze, and plan engagement strategies for diverse project stakeholders.

d) Elicit, document, and manage project requirements effectively.

e) Create a detailed Work Breakdown Structure (WBS) to define project scope.

f) Develop realistic project schedules using techniques like CPM and Gantt charts.

g) Estimate project costs accurately and establish a comprehensive project budget.

h) Plan for project quality and define appropriate metrics.

i) Plan for, acquire, and manage project resources, including human resources.

j) Develop and implement a project communications plan.

k) Identify, analyze, plan responses for, and monitor project risks.

l) Understand the basics of project procurement management.

m) Integrate all subsidiary plans into a cohesive Project Management Plan.

n) Effectively lead project execution and manage project teams.

o) Monitor and control project performance using techniques like Earned Value Management (EVM).

p) Implement an integrated change control process.

q) Formally close out projects or phases, capturing lessons learned.

r) Understand the fundamental differences between traditional (Waterfall) and Agile methodologies.

Target Audience:

- Individuals aspiring to become project managers.
- Newly appointed project managers seeking foundational knowledge.
- Project team members, team leads, and functional managers involved in projects.
- Professionals from any industry wanting a comprehensive understanding of project management.
- Individuals preparing for PMP® or CAPM® certification (this course provides a strong foundation, though a dedicated prep course is often recommended for the exam itself).

Prerequisites:

None formally required. However, some prior exposure to project environments or teamwork is beneficial.

Teaching Methodology:

A blend of interactive lectures, instructor-led discussions, individual and group exercises, practical case studies based on real-world scenarios, project simulations, demonstrations of PM tools/templates, and Q&A sessions.

Materials Provided:

- Comprehensive digital (or printed) course manual/workbook.
- A toolkit of project management templates (e.g., Project Charter, WBS, Risk Register, Stakeholder Register, Communication Plan, Lessons Learned).
- Case study documents and exercise worksheets.

- Access to selected online resources or a learning management system (LMS) if applicable.
- Certificate of Completion.

Detailed Day-by-Day Curriculum

Day 1: Project Management Framework & Project Initiation

Module 1: Introduction to Project Management (Approx. 3 hours)

Module 2: Project Initiation (Approx. 4 hours)

Day 2: Project Planning – Scope, Schedule, and Stakeholder Engagement

Module 3: Planning Project Scope Management (Approx. 3.5 hours)

Module 4: Planning Project Schedule Management (Approx. 3.5 hours)

Module 5: Planning Stakeholder Engagement (Approx. 1 hour)

Day 3: Project Planning – Cost, Quality, Resources, and Communications

Module 6: Planning Project Cost Management (Approx. 2.5 hours)

Module 7: Planning Project Quality Management (Approx. 2 hours)

Module 8: Planning Project Resource Management (Approx. 2.5 hours)

Module 9: Planning Project Communications Management (Approx. 1 hour)

Day 4: Project Planning – Risk, Procurement, Integration & Starting Execution

Module 10: Planning Project Risk Management (Approx. 3.5 hours)

Module 11: Planning Project Procurement Management (Approx. 1.5 hours)

Module 12: Planning Project Integration Management (Approx. 1 hour)

Module 13: Introduction to Project Execution (Approx. 2 hours)

Day 5: Project Monitoring & Controlling, Closing, and Agile Overview

Module 14: Monitoring and Controlling Project Work (Approx. 3.5 hours)

Module 15: Project Closing (Approx. 1.5 hours)

Module 16: Introduction to Agile Project Management (Approx. 1.5 hours)

Module 17: Course Review, Next Steps, and Wrap-up (Approx. 1.5 hours)

Review of Key Concepts and Learning Objectives.

- Open Q&A session.
- Resources for Continued Learning and Professional Development (e.g., PMI, certifications).
- Action Planning: How to apply learning back in the workplace.
- Course Evaluation and Feedback.
- Distribution of Certificates.