ADEPT TRAINING CENTER

COURSE CURRICULUM PREVIEW

Course Title: 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

- Upon successful completion of this bootcamp, participants will be able to:

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

- Develop a robust Project Charter to formally authorize a project.

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

- Elicit, document, and manage project requirements effectively.

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

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

- Estimate project costs accurately and establish a comprehensive project budget.

- Plan for project quality and define appropriate metrics.

- Plan for, acquire, and manage project resources, including human resources.

- Develop and implement a project communications plan.

- Identify, analyze, plan responses for, and monitor project risks.

- Understand the basics of project procurement management.

- Integrate all subsidiary plans into a cohesive Project Management Plan.

- Effectively lead project execution and manage project teams.

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

- Implement an integrated change control process.

- Formally close out projects or phases, capturing lessons learned.

- 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)

What is a Project? Defining characteristics.

Projects vs. Operations vs. Programs vs. Portfolios.

The Importance and Benefits of Project Management.

The Triple Constraint (Time, Cost, Scope) and its evolution.

Project Management Process Groups: Initiating, Planning, Executing, Monitoring & Controlling, Closing.

Overview of Project Management Knowledge Areas (Integration, Scope, Schedule, Cost, Quality, Resource, Communications, Risk, Procurement, Stakeholder).

The Role, Responsibilities, and Skills of a Project Manager.

Organizational Structures (Functional, Matrix, Project-Oriented) and their impact on projects.

Project Lifecycles: Predictive (Waterfall), Iterative, Incremental, Agile, Hybrid.

Activity: Group discussion – "Project Success & Failure Factors."

Exercise: Identifying projects, programs, and operations within given scenarios.

Module 2: Project Initiation (Approx. 4 hours)

The Initiating Process Group: Purpose and Key Activities.

Developing the Project Charter:

Business Case & Project Justification.

Defining Project Purpose, Objectives, and Success Criteria (SMART goals).

High-Level Requirements, Assumptions, Constraints, and Risks.

Identifying the Project Manager and their authority.

Key Stakeholder Identification (preliminary).

Workshop: Developing a Project Charter for a provided case study.

Identifying Stakeholders:

Who are stakeholders? Why are they important?

Techniques for Stakeholder Identification (Brainstorming, Expert Judgment,

Interviews).

Introduction to Stakeholder Analysis: Power/Interest Grid.

Creating a basic Stakeholder Register.

Exercise: Stakeholder Identification and initial analysis for the case study project.

End of Day 1 Recap & Q&A

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

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

The Planning Process Group: Overview and Importance.

Plan Scope Management: Creating the Scope Management Plan.

Collecting Requirements:

Techniques: Interviews, Focus Groups, Facilitated Workshops, Questionnaires/Surveys, Observation, Prototypes, Benchmarking, Document Analysis.

Requirements Traceability Matrix.

Exercise: Requirements Elicitation techniques role-play.

Defining Scope:

Developing the Project Scope Statement (detailed description, deliverables, acceptance criteria, exclusions).

Creating the Work Breakdown Structure (WBS):

Decomposition process.

WBS formats (outline, hierarchical, mind map).

Work Packages and Control Accounts.

The WBS Dictionary.

The 100% Rule.

Workshop: Creating a WBS and WBS Dictionary for the case study project.

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

Plan Schedule Management: Creating the Schedule Management Plan.

Defining Activities: Decomposing work packages into schedule activities.

Sequencing Activities:

Dependency types (Mandatory, Discretionary, External, Internal).

Precedence Diagramming Method (PDM): Finish-to-Start (FS), Start-to-Start (SS), Finish-to-Finish (FF), Start-to-Finish (SF).

Leads and Lags.

Exercise: Creating a Network Diagram for a set of activities.

Estimating Activity Durations:

Techniques: Analogous, Parametric, Three-Point (PERT), Bottom-Up.

Reserve Analysis (Contingency).

Developing the Schedule:

Critical Path Method (CPM): Calculating Early Start/Finish, Late Start/Finish, Float/Slack.

Schedule Compression Techniques: Crashing, Fast Tracking.

Gantt Charts, Milestone Charts.

Schedule Baseline.

Workshop: Calculating the Critical Path and developing a Gantt chart for the case study.

Tool Introduction: Overview of common scheduling software features (e.g., MS Project, Asana, Trello).

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

Plan Stakeholder Engagement: Creating the Stakeholder Engagement Plan.

Advanced Stakeholder Analysis (Influence/Impact Grid, Salience Model).

Developing strategies for engaging different stakeholder groups.

Exercise: Refining the Stakeholder Register and developing engagement strategies for the case study.

End of Day 2 Recap & Q&A

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

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

Plan Cost Management: Creating the Cost Management Plan.

Estimating Costs:

Types of Costs (Direct, Indirect, Fixed, Variable).

Cost Estimating Techniques (Analogous, Parametric, Bottom-Up, Three-Point).

Cost of Quality.

Determining the Budget:

Cost Aggregation (rolling up estimates).

Contingency Reserves and Management Reserves.

Cost Baseline.

Project Funding Requirements.

Workshop: Developing a cost estimate and budget for the case study project.

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

Plan Quality Management: Creating the Quality Management Plan.

Defining Quality Standards, Metrics, and Acceptance Criteria.

Cost of Quality (COQ): Prevention, Appraisal, Failure Costs.

Tools & Techniques for Quality Planning (Benchmarking, Design of Experiments, Cost-Benefit Analysis).

Exercise: Defining quality metrics for key deliverables in the case study.

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

Plan Resource Management: Creating the Resource Management Plan.

Estimating Activity Resources (type and quantity of labor, materials, equipment, supplies).

Acquiring Resources (internal/external, resource calendars).

Developing the Team (brief intro – more in Execution):

Team Charters.

Colocation, Virtual Teams.

Resource Assignment Matrix (RAM), RACI Charts.

Resource Histograms and Leveling (introduction).

Exercise: Creating a RACI chart and identifying potential resource overallocations for the case study.

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

Plan Communications Management: Creating the Communications Management Plan.

Identifying Stakeholder Communication Requirements.

Defining Communication Methods, Frequency, Format, and Responsibility.

Communication Models.

Exercise: Developing a Communications Matrix for the case study project.

End of Day 3 Recap & Q&A

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

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

Plan Risk Management: Creating the Risk Management Plan.

Identifying Risks:

Techniques: Brainstorming, Checklists, Interviews, Root Cause Analysis, SWOT Analysis, Assumption & Constraint Analysis.

Performing Qualitative Risk Analysis:

Probability and Impact Assessment.

Risk Matrix, Risk Categorization.

Risk Urgency Assessment.

Performing Quantitative Risk Analysis (Introduction):

Expected Monetary Value (EMV), Decision Tree Analysis, Monte Carlo Simulation

(overview).

Planning Risk Responses:

Strategies for Threats (Avoid, Mitigate, Transfer, Accept).

Strategies for Opportunities (Exploit, Enhance, Share, Accept).

Contingency Plans and Fallback Plans.

Creating and Maintaining the Risk Register.

Workshop: Identifying risks, performing qualitative analysis, and planning responses for the case study project. Populate a Risk Register.

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

Plan Procurement Management: Creating the Procurement Management Plan.

Make-or-Buy Decisions and Analysis.

Types of Contracts (Fixed-Price, Cost-Reimbursable, Time & Materials) – advantages and disadvantages.

Procurement Documents (RFI, RFP, RFQ).

Source Selection Criteria.

Statement of Work (SOW) for procurements.

Exercise: Analyzing a scenario for a make-or-buy decision and selecting a contract type.

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

Develop Project Management Plan:

Consolidating all subsidiary management plans and baselines.

The importance of an integrated and iterative planning approach.

Project documents vs. project plans.

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

Directing and Managing Project Work: Implementing the project plan.

Managing Project Knowledge: Explicit and tacit knowledge.

Leading and Developing the Project Team:

Team Development Stages (Tuckman Ladder).

Conflict Resolution Techniques.

Motivation Theories.

Leadership Styles.

Managing Communications: Implementing the communications plan.

Implementing Risk Responses.

Conducting Procurements: Seller selection and contract award.

Discussion: Challenges in project execution.

End of Day 4 Recap & Q&A

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

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

The Monitoring & Controlling Process Group: Purpose and Key Activities.

Tracking Progress: Work Performance Data, Information, and Reports.

Earned Value Management (EVM):

Planned Value (PV), Earned Value (EV), Actual Cost (AC).

Schedule Variance (SV), Cost Variance (CV).

Schedule Performance Index (SPI), Cost Performance Index (CPI).

Forecasting: Estimate at Completion (EAC), Estimate to Complete (ETC).

Exercise: Calculating EVM metrics and interpreting project performance.

Perform Integrated Change Control:

The Change Control Process (Request, Review, Approve/Reject, Implement, Verify).

Change Control Board (CCB).

Configuration Management.

Case Study: Processing a change request.

Validate Scope: Formal acceptance of completed deliverables by stakeholders.

Control Scope: Preventing scope creep.

Control Schedule, Costs, Quality, Resources.

Monitor Communications, Risks, Procurements, Stakeholder Engagement.

Module 15: Project Closing (Approx. 1.5 hours)

The Closing Process Group: Purpose and Key Activities.

Formal Project or Phase Closure.

Final Deliverable Acceptance.

Developing the Final Project Report.

Conducting Lessons Learned Sessions:

Importance and process.

Documenting and sharing lessons learned.

Archiving Project Documents.

Releasing Resources.

Celebrating Success.

Exercise: Outlining a Lessons Learned session for the case study project.

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

The Agile Manifesto: Values and Principles.

Differences between Traditional (Waterfall) and Agile approaches.

Overview of Scrum: Roles (Product Owner, Scrum Master, Development Team), Events (Sprint, Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective), Artifacts (Product Backlog, Sprint Backlog, Increment).

Overview of Kanban: Principles (Visualize Workflow, Limit WIP, Manage Flow, Make Policies Explicit, Implement Feedback Loops, Improve Collaboratively).

When to use Agile vs. Traditional.

Discussion: Applicability of Agile in different project environments.

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.