

Project Management **Blue Belt** Course Outline

Duration 2 days or 16 hours

Mode – In person Instructor led Training Program(ILTP) **OR**
Virtual but Instructor led Training Program (VILTP)

Who Can attend – Any graduate/undergraduate entering Project Management, any professional looking for entering PM domain.

Module 1: Introduction to Project Management

- What is a Project?
- What is Project Management?
- What Differentiates a Project?
- What Needs to be Controlled?
- Why do Projects Fail?

Module 2: Process and Lifecycle

- Project Management Process
- Benefits of Project Management
- Basic Overview of Project Lifecycle
- High-Level View of Project Methodology

Module 3: Documentations

- Typical Project Start-Up Documents
- Project Mandate
- Typical Contents of a Mandate
- Project Context

Module 4: Techniques

- P.E.S.T.L.E
- SWOT
- Horizon Scanning
- Using Output

Module 5: Roles and Terminologies

- Project Scope
- Project Cost
- Project Approach
- Quality at Early Stage
- Resources
- Project Team Roles

Module 6: Risk Management

- Risk
- Management of Risk Process
- Risk Identification Techniques
- Risk Register
- Risk Identification
- Probability Impact Grid

Module 7: Stakeholder Management

- Overview
- Identifying Stakeholders
- Stakeholder Power/Interest Grid
- Influence/Interest Matrix

Module 8: Business Case

- Introduction
- Typical Contents of a Business Case
- Communications Plan
- Sign Off
- Project Planning
- Planning Steps
- Gantt Chart

Module 9: Change and Configuration Management

- Change Management
- Where is Change Most Often Managed?
- Integrity of Change
- Configuration Management
- Monitoring Progress
- Burn Down Charts
- Burn Up Charts
- Spend or Earned Value Analysis
- Acceptance Procedures
- Quality Review Technique

Module 10: Project Closure

- Overview
- Dismantling Project
- Post Implementation Review