Project Management Fundamentals Training

Duration: **3 Day**

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Overview

The **{*training}** course provides participants with the essential knowledge and practical skills required to successfully manage projects and deliver business value.

Throughout this hands-on course, learners gain experience in **Project Planning**, **Stakeholder Management**, **Requirements Gathering**, **Risk Management**, **Project Scheduling**, **Budget Management**, **Quality Management**, **Change Management**, and **Business Value Delivery**.

Using real-world scenarios and practical exercises, participants learn the core phases of the project lifecycle and how to manage projects more effectively.

Who Should Attend

This course is ideal for:

- **Project Managers**
- **IT Project Managers**
- **Project Coordinators**
- **Team Leaders**
- **Product Managers**
- **Program Managers**
- **Business Analysts**
- **Project Team Members**
- **Subject Matter Experts (SMEs)**
- **Senior Managers**
- Professionals involved in projects and organizational change initiatives

What You Will Learn

By the end of this {*training}, you will have gained knowledge and skills in the following areas:

- Explain key **Project Management Competencies**
- Define project goals and business value
- Identify stakeholders and create engagement strategies
- Gather and document requirements
- Create a **Work Breakdown Structure (WBS)**
- Analyze and prioritize risks
- Define quality metrics
- Develop project schedules and budgets
- Manage change requests
- Evaluate project performance and business value delivery

Outline

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1. Project Management Competencies

Project Management Competencies

- Project management fundamentals
- Core project management skills
- Competency-based project success
- Real-world project scenarios

2. Business Case Evaluation

Business Case Evaluation

- Business value creation
- Project justification
- Success criteria
- Assumptions and constraints

3. Stakeholder Management

Stakeholder Management

- Stakeholder identification
- Stakeholder analysis
- Influence and expectations assessment
- Resource management
- Team dynamics

4. Communication Planning

Communication Planning

- Communication strategies
- Information sharing
- Reporting methods
- Stakeholder communication plans

5. Scope Management

Scope Management

- Project Charter
- Product Scope
- Project Scope
- Scope definition techniques

6. Requirements Management

Requirements Management

- Requirements elicitation

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- Requirements analysis
- Stakeholder expectations
- Requirements documentation

7. WBS Development

Work Breakdown Structure (WBS)

- Creating a WBS
- WBS Dictionary
- Work packages
- Deliverable planning

8. Risk Management

Risk Management

- Risk identification
- Risk analysis
- Risk Register
- Risk mitigation strategies

9. Quality Management

Quality Management

- Quality metrics
- Quality criteria
- Continuous improvement
- Quality assurance

10. Project Scheduling and Budgeting

Project Scheduling and Budgeting

- Activity sequencing
- Effort estimation
- Duration estimation
- Cost estimation
- Schedule development
- Budget planning

11. Change Management

Change Management

- Change requests
- Impact analysis
- Approval processes
- Change control

12. Business Value Delivery

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Business Value Delivery

- Performance measurement
- Business value assessment
- KPI tracking
- Project success evaluation

13. Project Closure

Project Closure

- Project closeout activities
- Lessons Learned
- Project retrospectives
- Continuous improvement