

## Session plan for PM training programme

### Objectives

- Gaining an awareness on how to handle multi location projects
- Building capability in handling critical situations arising in projects
- Increasing Project Management capabilities by learning from industry experience

### Expected Audience

- Team leaders/Project Managers who are managing or expected to manage software projects

### Training Methodology

- Interactive classroom sessions (50% of total duration of the training programme)
- Exercises based on live project situations (50% of total duration of the programme)
- Experience sharing by practioners from the industry

### Session Plan and TOC

Day	Time	Duration	Topics to be covered
<b>DAY 1</b>			
1	0930 – 0945	15 min	Introduction of the program and expectation setting
1	0945 – 1015	0.5 hr	Project Acquisition <ul style="list-style-type: none"> <li>- contract management</li> <li>- feasibility check</li> <li>- Strategizing execution</li> <li>- Project Initiation</li> </ul>
1	1015 – 1115	1 hr	Project Planning <ul style="list-style-type: none"> <li>- Defining objectives and project scope</li> <li>- Quantitative measures and metrics</li> <li>- Working out strategy to achieve objectives</li> </ul>
<i>1</i>	<i>1115 – 1130</i>	<i>15 min</i>	<i>TEA/COFFEE BREAK</i>
1	1130 – 1230	1 hr	Project Planning <ul style="list-style-type: none"> <li>- Defining execution methodology</li> </ul>
1	1230 – 1330	1 hr	Case study on planning
<i>1</i>	<i>1330 – 1415</i>	<i>45 min</i>	<i>LUNCH BREAK</i>
1	1415 – 1515	1 hr	Project Planning .. contd. <ul style="list-style-type: none"> <li>- Estimation techniques</li> <li>- Scheduling for optimal utilization of resources</li> </ul>
<i>1</i>	<i>1515 – 1530</i>	<i>15 min</i>	<i>TEA/COFFEE BREAK</i>
1	1530 – 1630	1 hr	Case study on estimation
1	1630 – 1730	1 hr	Risk management <ul style="list-style-type: none"> <li>- Different levels of risks</li> <li>- Risk mitigation</li> </ul>
1	1730 – 1800	.5 hr	Case study on risk management
<b>DAY 2</b>			
2	0930 – 0945	15 min	RECAP of day 1
2	0945 – 1045	1 hr	Team building and management <ul style="list-style-type: none"> <li>- Resource planning</li> <li>- Project organization</li> <li>- Acquiring resources</li> <li>- Assigning roles and responsibilities</li> <li>- Training and development</li> </ul>

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Day	Time	Duration	Topics to be covered
			<ul style="list-style-type: none"> <li>- Appraisals and feedback</li> <li>- Career planning</li> <li>- Retaining effective teams</li> </ul>
2	1045 – 1100	15 min	<i>TEA/COFFEE BREAK</i>
2	1100 -- 1200	1 hr	Case study on interaction between PM and developer
2	1200 -- 1300	1 hr	Communication and relationship management <ul style="list-style-type: none"> <li>- Effective communication</li> <li>- Communication protocol, escalation process</li> <li>- Maintaining good relationships within teams and with stakeholders</li> </ul>
2	1300 – 1345	45 min	<i>LUNCH BREAK</i>
2	1345 – 1445	1 hr	Case study on interaction between onsite/offsite PM
2	1445 – 1500	15 min	<i>TEA/COFFEE BREAK</i>
2	1500 – 1600	1 hr	Case study on negotiation skills
2	1600 – 1700	1 hr	Communication and relationship management <ul style="list-style-type: none"> <li>- Conflict management</li> <li>- Negotiation skills</li> <li>- Managing cultural differences</li> </ul>
2	1700 – 1800	1 hr	Case study on conflict management
<b>DAY 3</b>			
3	0930 – 0945	15 min	RECAP of day 2
3	0945 – 1045	1 hr	Monitoring, Tracking and reviewing progress <ul style="list-style-type: none"> <li>- Measuring project performance</li> <li>- Reporting progress</li> <li>- Taking corrective actions</li> </ul>
3	1045 – 1100	15 min	<i>TEA/COFFEE BREAK</i>
3	1100 – 1200	1 hr	Case study on Monitoring
3	1200 – 1300	1 hr	Improving from learnings <ul style="list-style-type: none"> <li>- Technical learnings</li> <li>- Process learnings</li> <li>- Implementing learnings into your project</li> <li>- Sharing learnings with other projects</li> </ul>
3	1300 – 1345	45 min	<i>LUNCH BREAK</i>
3	1345 – 1445	1 hr	Requirement Management <ul style="list-style-type: none"> <li>- Techniques of collecting requirement</li> <li>- Managing changes to requirements</li> </ul>
3	1445 – 1500	15 min	<i>TEA/COFFEE BREAK</i>
3	1500 -- 1700	2 hr	Case study on requirement management
3	1700 – 1730	0.5 hr	Configuration management and change control <ul style="list-style-type: none"> <li>- Identifying configuration items</li> <li>- Tools and techniques of configuration</li> <li>- Managing configuration</li> <li>- Backup and recovery process</li> <li>- Managing changes and traceability</li> </ul>
3	1730 – 1800	0.5 hr	Delivering Quality <ul style="list-style-type: none"> <li>- Who is responsible for quality</li> <li>- Techniques of quality management</li> </ul>
<b>DAY 4</b>			

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Day	Time	Duration	Topics to be covered
4	0930 – 0945	15 min	RECAP of day 3
4	0945 – 1115	1.5 hr	Brief introduction to different process models - ISO, CMM, CMMI, PCMM, Six Sigma
4	1115 – 1130	15 min	<i>TEA/COFFEE BREAK</i>
4	1130 – 1300	1.5 hr	Overview of approaches for project management Prince2 <ul style="list-style-type: none"> <li>- Overview</li> <li>- Benefits</li> <li>- Certification process</li> </ul>
4	1300 – 1345	45 min	<i>LUNCH BREAK</i>
4	1345 – 1515	1.5 hr	Overview of approaches for project management PMP <ul style="list-style-type: none"> <li>- Overview</li> <li>- Benefits</li> <li>- Certification process</li> </ul>
4	1515 – 1530	15 min	<i>TEA/COFFEE BREAK</i>
4	1530 – 1730	2 hr	Q & A session with practitioner from the industry
4	1730 – 1800	0.5 hr	Wind-up