

Project Management Training

Table of Contents

Duration: 40 hours
Modality: Class room session followed by hands-on OR Practical sessions

1. Organizational Goals and Processes
2. SDLC, Project Management Process (Umbrella activity processes), Support Processes, Process Management Processes.
3. Project Management
 - 3.1. Project Management Techniques
 - 3.1.1. PMP
 - 3.1.2. RUP
 - 3.1.3. PRINCE2
 - 3.2. Proposal / Contract
 - 3.2.1. Draft
 - 3.3. Planning
 - 3.3.1. Planning process
 - 3.3.1.1. Defining project organization
 - 3.3.1.1.1. Stakeholders
 - 3.3.1.1.2. Affected parties
 - 3.3.1.2. Defining Project Approach
 - 3.3.1.2.1. Project Lifecycle
 - 3.3.1.2.1.1. Big Bang
 - 3.3.1.2.1.2. Phased
 - 3.3.1.2.1.3. Iterative
 - 3.3.1.2.1.4. Evolutionary or Incremental
 - 3.3.1.2.2. Identify processes to be used by projects.
 - 3.3.1.2.3. Identification of project deliverables.
 - 3.3.1.2.4. Defining Project Milestones.
 - 3.3.1.2.2. Identify processes to be used by projects.
 - 3.3.1.2.3. Identification of project deliverables.
 - 3.3.1.2.4. Defining Project Milestones.
 - 3.3.2. Creating detailed schedule
 - 3.3.3. Plan for the following:
 - 3.3.3.1. Project monitoring
 - 3.3.3.2. Project measurements
 - 3.3.3.3. Risk Management
 - 3.3.3.4. Communication
 - 3.3.3.5. Configuration Management
 - 3.3.3.6. Testing
 - 3.3.3.7. Quality Assurance
 - 3.3.3.8. Milestone Closure
 - 3.3.3.9. Project closure
 - 3.3.4. Plan and define re-planning criteria
 - 3.3.5. Microsoft Project
 - 3.3.6. Microsoft Project Server
 - 3.3.7. Project Planning Automation

- 3.4. Tracking and Oversight
 - 3.4.1. Tracking and oversight process
 - 3.4.2. Monitoring project activities against the plan
 - 3.4.3. Status Meetings
 - 3.4.4. Identify Risks
 - 3.4.5. Identify Issues
 - 3.4.6. Identify deviations from plan
 - 3.4.7. Identify variances
 - 3.4.8. Status Reporting
 - 3.4.9. Re-Planning
 - 3.4.10. Milestone closure
 - 3.4.11. Project closure
- 3.5. Risk Management
 - 3.5.1. Risk Management Process
 - 3.5.2. Risk attributes:
 - 3.5.2.1. Risk Impact
 - 3.5.2.2. Risk Probability
 - 3.5.2.3. Risk Time Frame
 - 3.5.2.4. Risk Exposure
 - 3.5.3. Identifying risks
 - 3.5.3.1. Types of Risks (Business / Technical)
 - 3.5.4. Analyzing and prioritizing risks
 - 3.5.4.1. Calculating Risk Exposure
 - 3.5.5. Planning for a risk
 - 3.5.5.1. Avoidance
 - 3.5.5.2. Contingency
 - 3.5.5.3. Mitigation
 - 3.5.6. Monitoring Risks
 - 3.5.7. Implementing Contingency or Mitigation
- 3.6. Opportunity Management
- 3.7. Configuration Management
 - 3.7.1. Configuration Management Process.
 - 3.7.2. Configuration Management system and methodology.
 - 3.7.2.1. Configurable items.
 - 3.7.2.2. Directory Structure
 - 3.7.2.3. Version Control
 - 3.7.2.4. Access Control
 - 3.7.2.5. Release methods
 - 3.7.2.6. Base lining event, frequency
 - 3.7.3. Configuring items (Check-in, check-out).
 - 3.7.4. Releases
 - 3.7.5. Base lining
 - 3.7.6. Configuration Audits
 - 3.7.7. Change Management
 - 3.7.7.1. Change Management process
 - 3.7.7.2. Traceability
 - 3.7.7.3. Impact Analysis

- 4. Process Management
 - 4.1. Process Improvement
 - 4.1.1. Establishing process group, working groups
 - 4.1.2. Identifying process requirements
 - 4.1.3. Defining and documenting processes
 - 4.1.4. Piloting processes
 - 4.1.5. Implementing processes
 - 4.1.6. Auditing process compliance
 - 4.1.7. Improving processes
 - 4.2. Metrics Management
 - 4.2.1. Identify or defining business goals
 - 4.2.2. Deriving measurement goals from business goals
 - 4.2.3. GQM methodology
 - 4.2.4. Metric data collection
 - 4.2.5. Metric data analysis and reporting
 - 4.2.6. Metrics database
 - 4.2.7. Lessons Learnt database
 - 4.3. Process Framework / Models
 - 4.3.1. ISO
 - 4.3.2. CMM
 - 4.3.3. CMMI
 - 4.3.4. RUP
 - 4.4. Project Process Management
 - 4.4.1. Identification of project type
 - 4.4.2. Process tailoring based on project type
 - 4.4.3. Project process improvement
- 5. Quality Management
 - 5.1. Reviews
 - 5.2. Audits
 - 5.3. Quality Assurance
 - 5.3.1. Compromise on Quality due to deadlines
 - 5.3.2. Organization SQA
 - 5.3.3. Projects SQA
 - 5.4. Internal Audits
 - 5.4.1. Non Conformances
 - 5.4.2. Corrective Action
 - 5.4.3. Preventive Action