



TALENT  
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# Project Management: From Planning to Execution

## **Week 1: Introduction to Project Management**

- What is project management?
- Key project management concepts and terminology
- The role of a project manager
- Project management methodologies (Waterfall, Agile, etc.)
- Project life cycle phases

## **Week 2: Project Initiation**

- Identifying project stakeholders
- Defining project objectives and scope
- Conducting a feasibility study
- Creating a project charter
- Understanding the importance of project sponsorship

## **Week 3: Project Planning – Part 1**

- Work breakdown structure (WBS) development
- Defining project tasks and activities
- Estimating resource requirements (time, cost, personnel)
- Developing a project schedule using Gantt charts
- Risk identification and assessment

## **Week 4: Project Planning – Part 2**

- Resource allocation and leveling
- Creating a project budget
- Procurement planning and vendor selection
- Quality planning and assurance
- Communication and stakeholder management plan



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C O R P O R A T I O N

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## **Week 5: BREAK**

## **Week 6: Project Execution**

- Team building and team development
- Assigning roles and responsibilities
- Implementing the project management plan
- Monitoring project progress and performance
- Change management and handling scope creep

## **Week 7: Project Monitoring and Control**

- Earned value management (EVM)
- Identifying and managing project risks
- Issue and change management
- Project reporting and communication
- Managing project documentation

## **Week 8: Agile Project Management**

- Introduction to Agile principles
- Scrum, Kanban, and other Agile frameworks
- Agile project planning and estimation
- Running Agile meetings (Sprint planning, Daily stand-ups, etc.)

## **Week 9: Project Quality Management**

- Understanding quality in project management
- Quality assurance vs. quality control
- Implementing quality management processes
- Continuous improvement strategies



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## **Week 10: Project Communication and Stakeholder Engagement**

- Effective project communication strategies
- Managing stakeholder expectations
- Conflict resolution and negotiation
- Building positive relationships with stakeholders

## **Week 11: Project Risk Management**

- Risk identification techniques
- Qualitative and quantitative risk analysis
- Risk response planning
- Creating a risk register and monitoring risks

## **Week 12: Project Closing**

- Project deliverable acceptance and validation
- Handover process and knowledge transfer
- Conducting project retrospectives
- Documenting lessons learned
- Celebrating project success and acknowledging the team's efforts

## **Week 13: Project Management Tools and Software**

- Introduction to project management software
- Using tools for scheduling, resource management, and collaboration
- Benefits and limitations of project management software



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## **Week 14: Final Project Presentations and Wrap-Up**

- Course review and recap of key concepts
- Future trends in project management
- Q&A and open discussion