

First Steps in Project Management (PM001) Course content

Topic	Details	Time	Duration
Introduction & Ice breaker	Name, Project management issues in a real project – ice breaker	09.00	30 mins
Types of projects	Sales & Pre-sale activities and difficulties in winning a project Types: Development, maintenance, testing, ITIL, Agile	09.30	60 mins
Tea Break		10.30	15 mins
SDLC	Various lifecycles followed in projects – discussions PM process – an overview (BSPIN – Open source process and process artifacts)	10.45	30 mins
Project kickoff	Scope, best practices, kick off meeting, MoM, Action items	11.15	45mins
Project planning	Scope, Estimation, scheduling, process, risks, CM, training, communication, review and approval of project plan – what is your role Use of excel based estimation tool and Gantt project tool (open source) for scheduling	12.00	60 mins
Lunch		13.00	45 mins
Project planning	Continued	13.45	45 mins
Project execution	Tasks in project execution (HLD, LLD, coding, Testing), tracking of tasks (effort and defect logging), weekly status reporting	14.30	45 mins
Tea break		15.15	15 mins
Project closure	Achieving, capturing lessons learnt & best practices, project closure – what is your role	15.30	45 mins
Test & Evaluation, feedback	Conduct a test (duration – 20 minutes). Get feedback. Evaluate test and discuss.	16.15	45 mins
Close the workshop			