SCPM 01 - Introduction to Project Management
Course Structure

Contact Hrs- 30

Mode of Delivery - Online (Zoom Platform)

Aim of the Course:

The aim of this course is to equip participants with the necessary knowledge and skills to effectively operate in a project environment, while also assisting them in planning projects and implementing the required procedures for successful project execution.

Course Description:

This online Introduction to Project Management short course offers a solid foundation for initiating and managing projects in the workplace. Participants will gain practical insights into the essential knowledge areas of Project Management, including an overview of the tools, techniques, and resources required to plan, develop, and execute projects successfully.

The course covers all phases of the project lifecycle, providing students with hands-on experience in critical aspects such as project planning, budget preparation, stakeholder management, schedule management, and project closure and review. By the end of the course, participants will be equipped with the skills to effectively manage projects from start to finish, ensuring successful outcomes within their organization.

Prerequisites:

This course has no formal prerequisites and does not require prior knowledge or certification, making it ideal for beginners. However, students must have access to a functioning laptop or desktop computer with internet access to effectively participate in some aspects of the course. A basic understanding of workplace projects will be beneficial for students to fully engage with the content.

Modules to be covered:

Module 1: - Introduction to Projects - Key Concepts

- o What is a Project?
- o Types of Projects
- o What is Project Management?
- o The Human Side of Project
- o Management Organization and Project Planning
- o The Project Team - Roles of the Project Manager
- o Team Selection and Acquisition
- o The Project Environment and Team Performance Structure
- o The role of the Project Manager

Module 2: - Key Concepts in Project Management

- o Individual team's issues
- o Organizational issues.
- o The Triple Constraint

Module 3: - Project Life Cycle:

- o Initiation
- o Project Planning Framework
- o Project Life Cycle: Planning
- o Define the Project's Scope
- o The Baseline Plan-

Module 4: - Project Life Cycle: Planning

- o **Project Schedule Planning**
    - o Creating a Statement of Work
    - o Completing the Project Planning Worksheet
    - o Completing the Project Charter
    - o Completing the Work Breakdown Structure

Module 5: Planning – Project Schedule Planning (continued)

- o Project Plan: Project selection and Approval
- o Project Integration Management
- o The Project Charter and Detailed Plan
- o Managing Expectations
- o Creating a Task List
- o Estimating Time
- o Estimating Resources
- o Estimating Costs

Module 6: Planning – Project Project Initiation Phase

- o Building the Work Breakdown Structure
- o Creating the Schedule
- o Creating a Risk Management Plan
- o Creating a Communication Plan

Module 7: Planning Tools

- o The Gantt Chart
- o The Network Diagram
- o Going the Extra Mile: Microsoft Project

Module 8: Executing the Project

- o Forecasts: predicting possible outcomes
- o Project Status: measurements on project progress
- o Project Tracking: involves the use of tools to track project progress and help organize and keep teams on tract.

Module 9: Maintaining and Controlling the Project

- o Activity Tracking: Monitoring the progress, or lack thereof, of the tasks and activities involved with a project.
- o Goal Tracking: Setting goals to keep a project on track.
- o Budget Tracking

Module 10: Closing Out and Wrapping Up

- o Celebrating Successes.
- o Learning from Project Challenges.

Assessment Structure –

- o Assessment 1- In class Project 40% - In Class Project – Begins at the start of the course and ends at the last session.
- o Assessment 2- In Class Quiz 30% - Daily quiz at the start and end of each class.
- o Assessment 3- Project 30% - CASE STUDY: Five (5) short projects that are aligned with in-class activities.

Detailed information would be provided on assessments during class sessions