DIGILEAF INC.
Leading Excellence Among Fellows

Project Management Essentials

This course covers the essential tools needed to better plan and control projects; to better integrate project team members' role and work efforts into a project delivery environment; and to be able to effectively manage the expectations of the project sponsor.

This course discusses a project management framework starting from initiation, planning, execution up to closure. This course uses examples from business analysis practices to allow participants to become better at planning and managing requirements definition engagements. This course is aligned to the internationally recognized standards of the Project Management Institute (PMI) and PRINCE2. Participants will learn project management terminologies and standards that will aid project communication and continuous learning efforts

Topics
I.   Project Management 101
II. Project Initiation
    a) Components of a Business Case and Project Charter
    b) Team Member Roles and Responsibilities
III. Project Planning
    a) Work breakdown Structure
    b) Activity List
    c) Project Schedule
IV. Project Risk Planning
    a) Risk Analysis
    b) Risk Response Planning
V.   Project Communications Planning
VI. Resource Management
    a) Identify Project Resources
    b) Quantify the Resource Required
    c) Constructing a Resource Schedule

Duration 1 day