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# Course Curriculum



## Project Management for Beginners

### Course Description:

Introducing "**Project Management for Beginners**" – A Comprehensive Program for Aspiring Project Managers.

Are you looking to embark on a successful career in project management or enhance your expertise in the field? "**Project Management for Beginners (PM)**" is a meticulously crafted program that equips students with the essential knowledge, skills, and tools necessary to adeptly manage projects of diverse complexities.

### Key Program Highlights:

- **Comprehensive Curriculum:** Our program encompasses a comprehensive curriculum designed to empower individuals with the skills and knowledge required for effective project management.
- **Duration:** The program spans 20 intensive hours, ensuring that students receive a thorough education in project management fundamentals.
- **Certification:** Successful completion of all required courses, assignments, a final examination, and a concluding project will earn students a prestigious Certificate, validating their proficiency in project management.

### Unlock Lucrative Career Opportunities:

Graduates of our PM program gain access to a wide array of career opportunities, including:

- Project Manager
- Program Manager
- Project Coordinator

- Project Analyst
- Project Consultant

### **Diverse Industry Applications:**

The skills acquired through this program are universally applicable, with opportunities spanning across various industries, such as:

- Construction
- Information Technology
- Healthcare
- Finance
- Education

### **Thriving Job Market:**

As the demand for skilled project management professionals continues to soar, the job market in this field is poised for steady growth in the upcoming years. Join us at "Project Management for Beginners" to embark on an exciting journey toward a rewarding career in project management.

Elevate your career prospects today by enrolling in our program. Your journey to becoming a proficient project manager starts here!

### **Course Requirements:**

#### **Admission Requirements:**

Minimum bachelor's degree from any recognized university /college.

#### **Degree Requirements:**

Students must complete all the required courses of the program designed by the university with a minimum of 2.5 CGPA.

### **Course outline:**

Session	Description
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<b>Session 1: Introduction to Project Management</b>	<ul style="list-style-type: none"><li>• Understanding the concept of projects and project management</li><li>• Key project management principles and methodologies</li><li>• Project management frameworks (e.g., PMBOK, PRINCE2, Agile)</li></ul>
<b>Session 2: Project Initiation</b>	<ul style="list-style-type: none"><li>• Defining project objectives and scope</li><li>• Stakeholder identification and analysis</li><li>• Conducting a feasibility study</li><li>• Developing the business case</li></ul>
<b>Session 3: Project Planning</b>	<ul style="list-style-type: none"><li>• Creating a project plan and work breakdown structure (WBS)</li><li>• Estimating project time, cost, and resources</li><li>• Risk identification, assessment, and management</li><li>• Developing a communication and stakeholder management plan</li></ul>
<b>Session 4: Project Execution and Control</b>	<ul style="list-style-type: none"><li>• Team building and leadership</li><li>• Managing project scope, schedule, and budget</li><li>• Quality assurance and control</li><li>• Monitoring and controlling project risks</li><li>• Change management and configuration management</li></ul>
<b>Session 5: Project Monitoring and Reporting</b>	<ul style="list-style-type: none"><li>• Setting up project monitoring systems</li><li>• Collecting and analyzing project data</li><li>• Performance measurement and reporting</li><li>• Earned value management (EVM)</li></ul>
<b>Session 6: Project Communication and Collaboration</b>	<ul style="list-style-type: none"><li>• Effective communication strategies and techniques</li><li>• Managing project meetings</li><li>• Conflict resolution and negotiation</li><li>• Collaboration tools and software</li></ul>

<b>Session 7: Project Closure</b>	<ul style="list-style-type: none"> <li>• Closing project activities and deliverables</li> <li>• Conducting project reviews and lessons learned</li> <li>• Handover and transition processes</li> <li>• Celebrating project success and team recognition</li> </ul>
<b>Session 8: Agile Project Management</b>	<ul style="list-style-type: none"> <li>• Introduction to Agile methodologies (Scrum, Kanban, etc.)</li> <li>• Agile principles and values</li> <li>• Agile project planning and execution</li> <li>• Managing Agile teams and iterations</li> <li>• Agile tools and techniques</li> </ul>

### What you'll learn:

PM programs generally have the following objectives:

- To provide students with a thorough understanding of project management principles, concepts, techniques and implementations.
- To equip students with the skills required to effectively plan, implement, monitor, and control projects.
- To prepare students for leadership roles in project management and to develop their ability to manage project teams.
- To enable students to apply project management knowledge and skills to real-world projects. Who complete the project management course they are able to secure PMP title from Project Management Institute (PMI) subject to passing their examination.

### Who this course is for:

Project Management for Beginners (PM) is a valuable qualification that can help you advance your career as a Project Manager. PM programs teach you the skills and knowledge you need to manage projects effectively, including planning, organizing, budgeting, and communicating. PM graduates are in high demand by employers, and they typically earn higher salaries than those without a PM. If you are interested in a career in project management, PM is a great way to get started.

If you are interested in a career in project management, we encourage you to consider studying PM. It is a valuable investment in your future.

## Certificate

**\*\* Certificate will be awarded, upon successful completion of the course**

# CONTACT US



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