€TRAINING

Project Management for Non Engineering

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Introduction:

Project management is a vital skill applicable across various industries and professions. While many project management programs are tailored for engineering and technical professionals, this program, "Project Management for Non Engineering," is specifically designed to equip non-engineering professionals with the essential knowledge and skills to effectively plan, execute, and oversee projects in their respective fields.

Program Objectives:

At the end of this program, participants will be able to:

- Grasp the foundational principles and concepts of project management.
- Initiate and delineate project objectives and scope proficiently.
- Cultivate expertise in project planning, encompassing scheduling and resource allocation.
- Acquire adeptness in risk assessment and the deployment of mitigation strategies.
- Master communication and collaboration techniques tailored for project teams.
- Implement effective methods for monitoring and controlling projects.

Target Audience:

- Marketing and Sales.
- Human Resources.
- Healthcare.
- Finance.
- Education.
- Event Planning and Public Relations.
- Information Technology Non-Technical Roles.
- Administration.
- Government officials.

Program Outline:

Unit 1:

Introduction to Project Management:

- Definition of a project and its characteristics.
- The importance of project management in achieving organizational goals.
- Introduction to key terms such as scope, deliverables, stakeholders, and project lifecycle.
- Explanation of project constraints, including time, cost, and quality.

Unit 2:

Project Initiation:

- Techniques for clearly defining project objectives, goals, and success criteria.
- Identifying project constraints and assumptions.
- Methods for identifying internal and external stakeholders.
- Analyzing stakeholder interests and expectations.
- Developing a stakeholder communication plan.

Unit 3:

Project Planning:

- Creating a detailed WBS to break down project tasks into manageable components.
- Organizing work packages and subtasks.
- Introduction to Gantt charts and critical path analysis.
- Establishing project milestones and dependencies.
- Allocating personnel, equipment, and materials to project tasks.
- Managing resource conflicts and optimizing resource utilization.

Unit 4:

Risk Management:

- Techniques for identifying potential risks and opportunities.
- Qualitative and quantitative risk assessment methods.
- Creating a risk response plan to address identified risks.
- Monitoring and controlling risks throughout the project lifecycle.

Unit 5:

Communication and Collaboration:

- Strategies for clear and efficient communication within project teams.
- Addressing communication challenges and cultural differences.
- Introduction to collaboration software and tools for virtual teams.
- Facilitating effective meetings and discussions.

Unit 6:

Project Monitoring and Control:

- Establishing key performance indicators KPIs and project metrics.
- Monitoring project progress through regular status updates.
- Identifying deviations from the project plan.
- Implementing corrective actions and change management processes.

Unit 7:

Adapting Methodologies:

- Applying Agile principles to non-technical projects.
- Implementing Scrum techniques like sprints, retrospectives, and product backlog management.
- Understanding the traditional Waterfall project management approach.
- Exploring hybrid project management methods combining Waterfall and Agile elements.

Unit 8:

Problem-Solving and Decision-Making:

- Strategies for identifying, categorizing, and resolving project issues.
- Root cause analysis and problem-solving frameworks.
- Utilizing data and key performance indicators KPIs to inform project decisions.
- Making informed choices based on quantitative and qualitative data analysis.

Unit 9:

Stakeholder Engagement:

- Mapping stakeholder influence and interest on a stakeholder matrix.
- Strategies for managing stakeholder expectations and conflicts.
- Techniques for effective communication and engagement with stakeholders.
- Building trust and rapport with key project stakeholders.

Unit 10:

Project Execution and Closure:

- Managing project teams and resources during the execution phase.
- Monitoring progress against the project schedule and scope.
- Conducting project closure activities, including lessons learned and documentation.
- Handing over deliverables to stakeholders and ensuring project acceptance.