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# Adaptive Processes Consulting

## Course Outline – Project Management Basics

<b>Course Code</b>	Project Management Basics
<b>Course Duration</b>	4 Modules – Each Module 4 Hours
<b>Pre-requisite</b>	Nil
<b>Course Description</b>	<ul style="list-style-type: none"><li>▪ This course will enable participants to get a basic understanding of Project Management</li></ul>

<b>Learning Outcome</b>
<ul style="list-style-type: none"><li>▪ Understanding Project Management concepts</li><li>▪ Application of project management concepts to day to day activities</li></ul>

### Course Outline

#### Module 1 (4 Hours)

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|--|----------------|
| <b>1) Course Introduction</b>  | <b>1 hour</b>  |
| <ul style="list-style-type: none"><li>▪ Introduction to the program</li><li>▪ Introduction to the participants and their expectations</li><li>▪ Why projects are challenging</li></ul> |                |
| <b>2) What is a project?</b>   | <b>1 hour</b>  |
| <ul style="list-style-type: none"><li>▪ Defining projects</li><li>▪ How projects are different from operations</li><li>▪ Why projects are challenging</li></ul>                        |                |
| <b>3) Understanding a project life cycle</b>   | <b>2 hours</b> |
| <ul style="list-style-type: none"><li>▪ Project Initiation to Closure</li></ul>  |                |

#### Module 2 (4 Hours)

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|---|----------------|
| <b>1) Critical Success Factors for a project</b>  | <b>2 hours</b> |
| <ul style="list-style-type: none"><li>▪ 7 Keys to a successful project</li></ul>                      |                |
| <b>2) Characteristics of a successful Project Manager</b>   | <b>2 hours</b> |
| <ul style="list-style-type: none"><li>▪ Co-ordination skills</li><li>▪ Communication skills</li></ul> |                |

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## Module 3 (4 Hours)

### 1) Introduction to Basic Project Management Activities

**4 hours**

- Scoping
- Estimating effort
- Scheduling
- Managing dependencies
- Identification of individual projects

## Module 4 (4 Hours)

### 1) Blue print for individual projects

**4 hours**

- Review of project blue prints
- Action Planning