**Fundamentals of Project Management
Course Outline**

**Objective:**After the conclusion of this class (16-weeks of study), the student should have a clear concept about a Project and Project Management. He should be able to run through the sequence of project activities. He should be fully conversant with the major terms used in project management. He would have a fair understanding about the contents of all Project Knowledge Areas and Process Groups.

**Course of Study:**

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| **Week** | **Topics to be covered** | **Assignment** |
|  | What is a project, What is project management? Pre-Project Activities | **No** |
|  | Revision from week-1. What is Program and Portfolio management, What is PMO? The difference between project management and production management? Project Charter, Stakeholder Register | **No** |
|  | What is Scope of a Project? How requirements are gathered. What is scope statement What is WBS and what is scope baseline | **No** |
|  | What is Time and Schedule Management, activities and their sequencing, Networking Diagram – Networking Game (group activity) | **Game in the class** |
|  | Estimating resources, estimating durations and developing schedule. A thorough revision of Project Time Management | **No** |
|  | Role of Quality in Projects. Consequences of poor quality, Conformance and non-conformation of quality, planning quality, quality assurance and quality control | **No** |
|  | Revision Prior to Mid-term examination. Project finalization or individual project assignment | **No** |
|  | **Midterm Examination** | **No** |
|  | Role of Communication in Projects. What is effective communication? The jargons, slangs and their impact. Means of communications, their management and control. | **No** |
|  | How to Manage Risk in Projects, The known and unknown risks. Managing Risk Register. Cushions to cater for risk. How to manage risk effectively.  | **Yes 5 marks** |
|  | **Project Week** | **May be** |
|  | How to do Procurement in Projects. What are the different terms used in procurements? Complete procurement process.  | **No** |
|  | How to create stakeholder register? How to manage importance of stakeholders and how to cater for their engagements. How their involvement can reduce project failures | **No** |
|  | How to Integrate Project Plans, how execution starts, what is monitoring? What is change control and why do we have the need for it. How a project can be closed | **No** |
|  | The Project Management Flow from a different perspective. Revision and conclusions | **No** |
|  | Project presentations or related things. Student should know the marks they have scored out of 60. This is necessary for every class | **No** |
|  | **Final Examination** |  |

**Score: Midterm = 25, Final = 40, Project = 20, Assignment = 5, Class Participation 5, Attendance = 5**