

Simple Project Management Course Outline

Module 1: Introduction to Project Management

- What is Project Management?
- Key Concepts and Terminologies
- Roles in a Project (Manager, Stakeholders, Team)
- Project Life Cycle Overview

Module 2: Project Planning

- Setting Project Goals and Objectives
- Creating a Project Plan
- Defining Scope, Time, and Cost
- Identifying Resources and Stakeholders

Module 3: Scheduling and Task Management

- Breaking Down Tasks (WBS)
- Creating a Project Timeline
- Using Gantt Charts and Calendars
- Assigning Tasks and Deadlines

Module 4: Project Execution and Team Management

- Coordinating Team Activities
- Communication and Collaboration Tools
- Managing Changes and Issues
- Monitoring Progress

Module 5: Project Monitoring and Control

- Tracking Performance (KPIs, Milestones)
- Managing Risks and Quality

- Updating Plans as Needed
- Reporting Progress

Module 6: Project Closure

- Completing Deliverables
- Gathering Feedback and Lessons Learned
- Closing the Project
- Celebrating Success