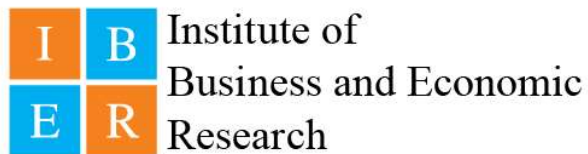


Institute of Business & Economic Research (IBER)
United International University



Course outline for
PGD in Project Management (PM)



Post Graduate Diploma (PGD) in
Project Management (PGDPM)

PGDPM 101: Introduction to Project Management and the Role of Project Manager

Course Description: This course provides an overview of project management as a discipline and introduces the role of a project manager. It covers the fundamental concepts and principles of project management, including project planning, scheduling, monitoring, and controlling. The course also explores the different approaches to project management, such as traditional, agile, and hybrid, and their applicability to various project types.

In addition, the course discusses the essential skills and competencies required to be an effective project manager, including leadership, communication, stakeholder management, risk management, and teamwork.

Course Objectives: Upon completion of this course, students will be able to:

- Understand the fundamental principles and concepts of project management
- Recognize the role and responsibilities of a project manager in different project contexts
- Describe the different approaches to project management and their applicability to various project types
- Identify and apply the key processes involved in project planning, scheduling, monitoring, and controlling
- Develop essential project management skills and competencies, such as leadership, communication, stakeholder management, risk management, and teamwork

COURSE OUTLINE

I. Introduction to Project Management

- Definition and characteristics of a project
- Importance of project management
- Project management framework & Project lifecycle

II. Project Manager Role and Responsibilities

- Project manager skills and competencies
- Leadership styles and approaches
- Stakeholder management
- Risk management

III. Project Management Approaches

- Traditional project management
- Agile project management
- Hybrid project management

IV. Project Planning

- Scope management & Time management

- Resource management & Cost management

V. Project Scheduling

- Developing a project schedule
- Critical Path Method (CPM)
- Program Evaluation and Review Technique (PERT)
- Gantt charts

VI. Project Monitoring and Controlling

- Project performance measurement
- Earned Value Management (EVM)
- Project reporting and communication
- Change management

VII. Project Teamwork

- Team building and development
- Communication in project teams
- Conflict resolution

VIII. Case Studies and Project Simulations

- Analysis of real-world projects
- Application of project management tools and techniques
- Team project simulation

IX. Final Project: A comprehensive project management plan development and presentation

PGDPM 102: Project Scope and Scheduling

Course Description: This course covers the fundamental concepts and techniques related to project scope and scheduling. It focuses on developing a clear understanding of project scope, identifying and defining project deliverables, and developing a work breakdown structure (WBS). The course also covers scheduling techniques, such as network diagrams, critical path analysis, and resource leveling.

The course aims to equip students with the knowledge and skills necessary to develop a comprehensive project scope and schedule that meets the project's objectives, constraints, and stakeholder requirements.

Course Objectives: Upon completion of this course, students will be able to:

- Define and understand project scope
- Develop a Work Breakdown Structure (WBS)
- Identify and manage project stakeholders
- Develop project schedules using different techniques, such as Gantt charts, network diagrams, and critical path analysis

- Manage project resources and constraints effectively
- Identify and manage project risks related to scope and scheduling

COURSE OUTLINE

I. Introduction to Project Scope Management

- Definition of project scope
- Importance of project scope management
- Scope management plan
- Scope statement

II. Collect Requirements

- Definition and purpose of Collect Requirements
- Collect Requirements Tools & Techniques
- Requirements Documents
- Requirement Traceability Matrix

III. Work Breakdown Structure (WBS)

- Definition and purpose of WBS
- WBS development process
- WBS templates and examples

IV. Project Schedule Management

- Definition and importance of project scheduling
- Project scheduling techniques (Gantt chart, network diagram, critical path analysis)
- Developing a project schedule

V. Define & Sequence Activities

- Define Activities for the Schedule
- Sequence Activities for the Schedule

VI. Develop & Control Schedule

- Way to Develop Project Schedule
- Critical Path Analysis
- Resource Optimization
- Schedule Baseline
- Control Schedule
- Schedule Variance Analysis

VII. Case Studies and Project Simulations

- Analysis of real-world projects
- Application of project scope and scheduling tools and techniques
- Team project simulation

VIII. Final Project: Developing a comprehensive project scope and schedule management plan, including WBS, requirements, requirements traceability matrix, network diagram, critical path analysis, and the way to control the schedule.

PGDPM 103: Project Financial Management and Cost Analysis

Course Description: This course covers the principles and techniques of project financial management and cost analysis. It aims to develop students' understanding of the financial aspects of project management, including budgeting, cost estimation, financial forecasting, and risk analysis.

The course also covers the tools and techniques used to manage project costs, such as earned value management (EVM), cost-benefit analysis, and life cycle costing. The course aims to equip students with the skills necessary to manage project finances effectively, make informed decisions, and achieve project objectives within budget constraints.

Course Objectives: Upon completion of this course, students will be able to:

- Understand the financial principles and concepts of project management
- Develop project budgets and cost estimates
- Apply financial forecasting techniques to project planning
- Identify and analyze project risks related to cost
- Use different tools and techniques to manage project costs, such as EVM, cost-benefit analysis, and life cycle costing
- Develop effective financial reporting and communication strategies

COURSE OUTLINE

I. Introduction to Project Financial Management

- Definition and importance of project financial management
- Project cost management plan
- Project financial statements

II. Project Budgeting

- Developing a project budget
- Types of project costs
- Cost estimation techniques

III. Financial Forecasting

- Techniques for financial forecasting
- Sensitivity analysis
- Monte Carlo simulation

IV. Risk Management in Project Financial Management

- Identifying and assessing project risks related to cost
- Developing risk response strategies
- Risk monitoring and control

V. Project Cost Management Techniques

- Earned Value Management (EVM)
- Cost-benefit analysis
- Life cycle costing

VI. Financial Reporting and Communication

- Financial reporting requirements
- Developing effective financial communication strategies
- Project auditing

VII. Case Studies and Project Simulations

- Analysis of real-world projects
- Application of project financial management and cost analysis tools and techniques
- Team project simulation

VIII. Final Project: Developing a comprehensive project budget, cost estimate, and financial management plan, including financial risk management and financial reporting.

PGDPM 201: Project Stakeholder & Project Communication

Course Description: This course covers the principles and techniques of effective project stakeholder management and communication. It focuses on developing a clear understanding of the communication needs and preferences of project stakeholders, including clients, team members, sponsors, and external stakeholders.

The course also covers the tools and techniques used to manage project communication, such as communication plans, stakeholder analysis, and conflict resolution. The course aims to equip students with the skills necessary to manage project communication effectively, build positive stakeholder relationships, and achieve project objectives.

Course Objectives: Upon completion of this course, students will be able to:

- Understand the principles of effective project communication
- Identify and analyze project stakeholders and their communication needs
- Develop a stakeholder communication plan
- Manage project communication channels and feedback mechanisms
- Resolve project conflicts and build positive stakeholder relationships
- Develop effective project status reports and presentations

COURSE OUTLINE

I. Introduction to Project Stakeholder Management and Communication

- Definition and importance of project communication
- Project communication plan
- Communication styles and preferences

II. Stakeholder Analysis

- Identifying and analyzing project stakeholders
- Assessing stakeholder communication needs and preferences
- Stakeholder engagement plan

III. Communication Planning

- Developing a stakeholder communication plan
- Choosing appropriate communication channels
- Developing feedback mechanisms

IV. Managing Communication Channels

- Managing project email and meetings
- Managing virtual communication
- Conflict resolution and negotiation

V. Building Positive Stakeholder Relationships

- Understanding stakeholder motivations and concerns
- Building trust and credibility Handling difficult stakeholders

VI. Project Reporting and Presentations

- Developing effective status reports and presentations
- Using visual aids and presentation tools
- Delivering effective presentations

VII. Case Studies and Project Simulations

- Analysis of real-world projects
- Application of project stakeholder communication tools and techniques
- Team project simulation

VIII. Final Project: Developing a comprehensive stakeholder communication plan, including communication channels, feedback mechanisms, and conflict resolution strategies.

PGDPM 202: Project Risk and Quality Management

Course Description: This course provides students with the knowledge and skills necessary to manage project risks and ensure project quality. It covers the principles and practices of risk management and quality assurance, including risk identification, risk analysis, risk response planning, quality planning, quality control, and quality assurance.

The course also focuses on the integration of risk and quality management into project planning and execution. The course aims to equip students with the ability to identify, assess, and mitigate project risks and to plan, implement, and monitor project quality assurance.

Course Objectives: Upon completion of this course, students will be able to:

- Understand the principles of project risk management and quality assurance
- Develop and execute a risk management plan
- Identify and assess project risks and opportunities
- Develop a quality management plan
- Implement and monitor project quality assurance and control
- Analyze and interpret project quality data

Course Outline

I. Introduction to Project Risk Management and Quality Assurance

- Definition and importance of project risk management and quality assurance
- Project risk and quality management framework

II. Risk Management Planning

- Developing a risk management plan
- Identifying project risks and opportunities
- Qualitative and quantitative risk analysis

III. Risk Response Planning

- Developing risk response strategies
- Implementing risk responses
- Risk monitoring and control

IV. Quality Planning

- Developing a quality management plan
- Identifying quality requirements and standards
- Quality assurance and control

V. Quality Control

- Monitoring and controlling project quality
- Statistical quality control
- Quality data analysis

VI. Quality Assurance

- Implementing quality assurance processes
- Continuous improvement and lessons learned
- Quality auditing and assurance

VII. Integrated Risk and Quality Management

- Integrating risk and quality management into project planning and execution
- Managing trade-offs between risk and quality
- Balancing risk and quality in project decision-making

VIII. Case Studies and Project Simulations

- Analysis of real-world projects
- Application of risk and quality management tools and techniques
- Team project simulation

IX. Final Project: Developing a comprehensive risk and quality management plan, including risk identification, analysis, and response strategies, as well as quality planning and control strategies.

PGDPM 203: Project Applied and Resource Management

Course Description: This course covers the principles and techniques of project applied and resource management. It aims to develop students' understanding of the tools and techniques used to manage project resources effectively, including human resources, materials, and equipment.

The course also covers the importance of project leadership and team building, including conflict resolution, motivation, and communication. The course aims to equip students with the skills necessary to manage project resources effectively, build high-performing teams, and achieve project objectives.

Course Objectives: Upon completion of this course, students will be able to:

- Understand the principles of project applied and resource management
- Develop a project staffing plan and manage project human resources
- Manage project materials and equipment effectively
- Build high-performing project teams and manage team dynamics
- Resolve conflicts and motivate project team members
- Develop effective project leadership and communication skills

COURSE OUTLINE

I. Introduction to Project Applied and Resource Management

- Definition and importance of project applied and resource management
- Project resource management plan
- Project leadership and team building

II. Project Staffing and Human Resource Management

- Developing a project staffing plan
- Recruiting and selecting project team members
- Managing project human resources

III. Project Materials and Equipment Management

- Managing project materials and supplies
- Managing project equipment and facilities
- Inventory management

IV. Building High-Performing Project Teams

- Understanding team dynamics
- Building a cohesive project team
- Resolving conflicts and motivating team members

V. Project Leadership and Communication

- Developing effective project leadership skills
- Developing effective communication strategies
- Handling difficult conversations and conflicts

VI. Project Quality Management

- Quality planning and control
- Quality assurance and improvement
- Managing project risks

VII. Case Studies and Project Simulations

- Analysis of real-world projects
- Application of project applied and resource management tools and techniques
- Team project simulation

VIII. Final Project: Developing a comprehensive project staffing plan, materials and equipment management plan, team building plan, and project leadership plan