



We Deliver More...

## Introduction to Project Management Concepts

A program on Introduction to Project Management concepts from ARM Consultants.

**Introduction to Project Management Concepts**  
**Training Program**

**Course Level:** Basic

**For:** Entry Level Developers, Team Leaders and others with no Project experience

**Strength:** Not to exceed 20

**Duration:** 2 day

**Infrastructure:** LCD Projector, Connectivity for the LCD Projector to the trainer's laptop, White board and whiteboard colour markers.

**Course Material:** No paper handouts will be provided.. Course material (requirement to be decided based on the trainer's assessment of the group) will be handed over on a CD in PDF format or by transfer using portable storage media. This will require Adobe reader to view the contents.

**Course Content:** No hands on involved. Some Case studies will be presented. The content given below is purely indicative. The actual course layout may vary.

**Before the training program:** Participants had little or wrong notions about how PM integrated in to their way of working. Their view would have been more compliance oriented than as a matter of working style.

**After the program:** They will have a more realistic and pragmatic view of PM as a paradigm shift in their attitude towards work and work styles. They will be better informed of how the various functionalities in the organization interact with each to control the success or failure of projects.

*A Proposed Course content for  
Introduction to Project Management Concepts  
Training Program*

Day.1 Session starts at 9.00AM

People Management

- Team formation
- Team development
- Team integration
- Team management
- Team motivation
- Team Communications
- Team meetings

Scheduling and Tracking

- Task identification
- Scheduling work
- Monitoring schedules
- Correcting schedules
- Tools
- How to keep to schedules

Effort Management

- Estimation – The problem
- Component estimation – new, off the shelf
- Project estimation
- Models – COCOMO, FPA

Resource Allocation

- Managing software engineers
- Types of teams
- Role definition – Team Leader, Sr. Developer, Developer, Tester
- Reporting on status
- Assessment of loading

Interactive Discussion

Day.1 Ends – 5.30 PM

Day.2 Session starts at 9.00 AM

Risk Management

- Fundamentals of risk management
- Types & Sources of Risk
- Risk identification – Team based approach
- Risk analysis
- Risk mitigation
- Monitoring risk
- Tools
- Risk to contract administration issues

Time Management

- How to manage time?
- How to stay on time within budget?
- Discipline of schedules

Change Management

- What is change?
- Where does it come from?
- How to manage change?
- Change control

Software Development Support Functions

- Configuration management
- Code reviews
- Quality and standards
- Testing – by Developer & Tester
- Implementation
- Project Status Reviews – internal
- Project Status Reviews – With Client
- Risk Reviews

Introduction to Management of Cost

- Factors
- Tracking
- Responsibility
- Outlook differences between India and outside

Interactive discussion

Day.2 Ends – 5.30 PM