

## Project and Portfolio Management Academy

### What's Included?

- ✓ **ICOES Certification** valid and recognized in Macedonia and abroad
- ✓ The option to take the academy in English or Macedonian
- ✓ International Expert Instructors
- ✓ **50 Online Interactive Classes** (2 classes per day) for the duration of 3 months
- ✓ Weekly Time slot: Tuesday and Thursday 6pm – 8pm
- ✓ Real Life practical project with local and foreign companies
- ✓ **Possibility of a paid internship and potential job offer for selected top students**
- ✓ **Referral Program Commission** (10% of every new candidate that books with your personal discount code)

### Class 1. Welcome to the Academy! Introduction to projects and Project Management

- What does the Academy cover?
- What is a Project?
- Why do companies execute projects?
- What creates the demand for projects? Prioritization and selection of projects
- What is a Project Manager? What is their commitment in a project?
- What are the skills and the knowledge a Project Manager must have?
- Projects: a History lesson
- Project management terminology
- Introduction Quiz

### Class 2. The project phases

- How does a project start and how does it evolve? What is a project's main stages?

### Class 3. The initiation phase



- What is the Initiation phase about? Define the project goals
- What is involved in a business case?
- What does scope cover?
- Who performs the feasibility study and what does it involve?
- What goes into risk assessment? What are expectations?
- How to create a Project Charter?
- Case Study 1
- Quiz 2: Initiation Phase

#### **Class 4. The planning phase**

- What is Planning? Why is it important? What happens if it is not done correctly?
- Why is Planning so critical in Project management?
- What is the cost of Change in projects?
- What to do before you start?
- Project management insights
- Scope Planning
- Scope Planning (continued)
- Quiz 3: Planning – Intro & Scope

#### **Class 5. The planning phase – timelines and schedules**

- 25. How to estimate when planning?
- 26. The planning fallacy, optimism bias, illusion of control
- 27. How much to buffer?
- 28. Identifying dependencies
- Quiz 4: Planning – Estimation and Dependencies
- 29. Identifying the critical path
- 30. Using the Gantt chart to plan the project work streams
- 31. Building the project schedule (+ MS Project tutorial)
- 32. How to build a milestone table and its uses
- Quiz 5: Planning – CPM and Gantt

#### **Class 6. The planning phase – cost**



- The process of budgeting
- The process of budgeting (continued)
- Procurement contract types
- Procuring non-financial resources
- Planning HR
- RACI matrix – assigning roles
- Quality requirements
- Quiz 6: Planning – Budgeting, R&R, Quality

## **Class 7. The planning phase – Expectations, Assumptions and Risks**

- Planning expectations management
- How to control assumptions
- Planning Risk management
- Building a Risk log

## **Class 8. The planning phase – change process**

- How to deal with and record change requests
- Quiz 7: Planning – Risk and Change Management

## **Class 9. The execution phase – Meetings**

- Introduction to Execution and KO Meetings
- What is involved in a kick-off meeting
- Tips to handle meetings

## **Class 10. The execution phase – project diary**

- What is action-owner due date
- Filling in the project diary

## **Class 11. The execution phase – managing the team and work**



- How the Project Manager manages tasks
- How the Project Manager manages the team
- Quiz 8: Execution

## Class 12. The monitoring and control phase

- What is monitoring and control
- Controlling in a PM environment
- Quiz 9: M & C – Intro
- How to check if a project is on schedule
- How to see if a project is on budget
- Quiz 10: M & C – Time and Cost
- How to perform quality control
- Keeping the risk log updated
- Dealing with change proposals
- Quiz 11: M & C – Quality and Change management

## Class 13. The execution phase – Issue management

- How to record and build project report updates
- How to deal with any issues that occur during execution
- Case Study 2
- Quiz 12: Execution – Status Reporting and Issue Management

## Class 14. The closure phase

- Why do we close a project
- What steps to take to close a project
- Quiz 13: Closure

## Class 15. MS Excel for Project Management

- Tracker 1: High-level



- Tracker 2: Standard tasks
- Tracker 3: Few steps & statuses
- Project Management Logs
- Actions, Issues, Dependencies Log
- RAIDD Log
- RAIDD Log – Structures
- Risks Log
- Project Management Logs – Outro
- Project Schedule
- Gantt Chart (months)
- Gantt Chart (weeks)
- Budget – Simple Table
- Budget – Time & Materials 1
- Budget – Time & Materials 2
- Formatting Tips & Tricks
- MS Excel for Project Management: Conclusions

## Class 16. Agile project management

- Waterfall
- A different kind of project
- Where Waterfall falls short
- Introducing Agile
- Agile project structure
- Product Development in Agile
- Quiz 14: Agile

## Class 17. SCRUM

- Introduction to SCRUM
- SCRUM project structure
- User Stories
- EPICs
- Product Backlog, Releases, MVP
- Product Owner
- Development Team
- SCRUM Master



## Class 18. Agile vs Waterfall

- Agile vs Waterfall – Comparison
- Agile vs Waterfall – Analysis
- Agile vs Waterfall – Conclusion

## Class 19. You are now a PROject Manager!

- You are now a PROject Manager!
- Overview of the Tools

## Class 20. Final Project Presentation

Congratulations! You are now a Certified PROject Manager!

