Project Manager
(Project Planning, Execution & Delivery)

Chapter 1: Introduction to Project Management

- What is project management
- Role & responsibilities of a project manager
- Types of projects
- Project life cycle overview
- Career paths & certifications

Chapter 2: Project Management Methodologies

- Waterfall methodology
- Agile methodology
- Scrum framework
- Kanban basics
- Choosing the right methodology

Chapter 3: Project Initiation & Stakeholder Management

- Project charter
- Identifying stakeholders
- Stakeholder analysis
- Defining project objectives
- Business case development

Chapter 4: Project Scope & Requirements Management

- Scope definition
- Requirements gathering techniques
- Functional vs non-functional requirements
- Work Breakdown Structure (WBS)
- Scope creep management

Chapter 5: Project Planning & Scheduling

- Project planning process

- Milestones & deliverables
- Gantt charts
- Task dependencies
- Schedule baseline

Chapter 6: Resource & Team Management

- Resource planning
- Team roles & responsibilities
- Building high-performance teams
- Motivation & leadership skills
- Conflict resolution

Chapter 7: Cost & Budget Management

- Cost estimation techniques
- Budget planning
- Cost control & tracking
- Earned Value Management (EVM)
- Financial reporting

Chapter 8: Risk Management

- Risk identification
- Risk analysis & prioritization
- Risk mitigation strategies
- Risk register
- Contingency planning

Chapter 9: Quality Management

- Quality planning
- Quality assurance vs quality control
- Defining quality metrics
- Continuous improvement
- Managing defects

Chapter 10: Project Execution & Monitoring

- Executing the project plan
- Tracking progress
- Key performance indicators (KPIs)
- Status reporting
- Managing changes

Chapter 11: Communication & Stakeholder Reporting

- Communication planning
- Status meetings & reports
- Client communication
- Documentation standards
- Managing expectations

Chapter 12: Tools & Software for Project Managers

- MS Project basics
- JIRA & Confluence
- Trello & Asana
- Risk & tracking tools
- Collaboration platforms

Chapter 13: Project Closure & Delivery

- Project acceptance
- Handover process
- Lessons learned
- Documentation closure
- Post-project evaluation

Chapter 14: Capstone Project & Industry Practices

- End-to-end project simulation
- Agile sprint planning
- Real-world case studies
- Project presentation
- Interview & resume preparation