



3-Month Internship Program

(12 Weeks): Project Management Training

Week 1: Introduction to Project Management

- **Topics:**
 - Overview of project management principles and methodologies.
 - Understanding the role of a project manager.
 - Key components of project management: scope, time, cost, quality.
 - Introduction to project management frameworks (Waterfall, Agile, Scrum).
- **Assignment:**
 - Research and present the differences between Waterfall and Agile project management methodologies.

Week 2: Project Planning and Scope Management

- **Topics:**
 - Defining project scope and objectives.
 - Work Breakdown Structure (WBS) and creating project plans.
 - Setting project goals using SMART criteria.
 - Scope creep and how to manage scope changes.
- **Assignment:**
 - Create a project scope document and WBS for a hypothetical project.

Week 3: Time Management and Scheduling

- **Topics:**
 - Understanding the importance of time management in project success.
 - Creating project schedules using Gantt charts.
 - Critical Path Method (CPM) and program evaluation review techniques (PERT).
 - Resource allocation and optimization.
- **Assignment:**
 - Develop a project schedule using Gantt charts and identify the critical path.



Week 4: Cost and Budget Management

- **Topics:**
 - **Estimating project costs: top-down and bottom-up methods.**
 - **Developing project budgets and financial management.**
 - **Cost control techniques: Earned Value Management (EVM), forecasting.**
 - **Risk assessment and budgeting for uncertainties.**
- **Assignment:**
 - **Create a project budget and perform cost analysis for a small project.**

Week 5: Quality Management and Assurance

- **Topics:**
 - **Defining quality in project management.**
 - **Key quality management processes: Quality planning, quality assurance, and quality control.**
 - **Tools for quality management: Six Sigma, Lean, and Total Quality Management (TQM).**
 - **Continuous improvement techniques.**
- **Assignment:**
 - **Develop a quality management plan for a project, including quality metrics and testing.**

Week 6: Risk Management

- **Topics:**
 - **Introduction to risk management and identifying project risks.**
 - **Risk assessment: Probability and impact analysis.**
 - **Developing risk response strategies: Mitigation, avoidance, and acceptance.**
 - **Tools and techniques for risk management (risk matrix, SWOT analysis).**
- **Assignment:**
 - **Create a risk management plan for a project, identifying potential risks and response strategies.**



Week 7: Communication Management

- **Topics:**

- The importance of communication in project management.
- Communication models and channels.
- Stakeholder analysis and engagement.
- Creating a project communication plan.

- **Assignment:**

- Develop a communication plan for a project, including stakeholder mapping and communication tools.

Week 8: Leadership and Team Management

- **Topics:**

- Leadership styles and their impact on project teams.
- Building and leading effective project teams.
- Motivating teams and conflict resolution.
- Delegating tasks and responsibilities effectively.

- **Assignment:**

- Create a team management plan, including role assignments, responsibilities, and leadership strategies.

Week 9: Agile Project Management

- **Topics:**

- Understanding Agile principles and practices.
- The Scrum framework: Scrum roles, ceremonies, and artifacts.
- Kanban and other Agile methodologies.
- Agile project planning, sprints, and iterative development.

- **Assignment:**

- Plan and execute a short Agile sprint for a project, including creating user stories and conducting a sprint review.



Week 10: Monitoring and Controlling Projects

- **Topics:**

- **Monitoring project progress: Key performance indicators (KPIs).**
- **Tools for project tracking and reporting (MS Project, Trello, Jira).**
- **Managing project changes and controlling deviations from the plan.**
- **Conducting regular project status meetings.**

- **Assignment:**

- **Set up a project monitoring and reporting system using project management tools.**

Week 11: Project Closure and Evaluation

- **Topics:**

- **Closing a project: Final deliverables, acceptance criteria, and client approval.**
- **Project evaluation and lessons learned.**
- **Post-project review and documentation.**
- **Celebrating project success and acknowledging team efforts.**

- **Assignment:**

- **Create a project closure report, including lessons learned and evaluation of project outcomes.**

Week 12: Final Project

- **Topics:**

- **Bringing together all project management concepts and tools learned.**
- **Developing a comprehensive project management plan for a real or hypothetical project.**
- **Implementing monitoring, communication, and risk management strategies.**

- **Assignment:**

- **Present a complete project management plan, including scope, timeline, budget, risk management, and communication strategies.**

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