

# Project Management Training (for e-Governance projects)

## Agenda

Session time	Topic	Sub-topics	Session Lead
<b>DAY 1</b>			
09:30 - 10:00	Introduction to the Training Course	Welcome to the training course Getting to know the participants - Personal introductions and objectives Understanding the expectations from the participants Highlights of the course	Yogen, Deepak
10:00 - 11:00	Introduction to e-Governance & Digital India	Challenges in government service delivery model Definition of e-Government and e-Governance Key objectives and benefits of e-Governance implementation Challenges in e-Governance implementations	Deepak
11:00 - 11:15	Tea Break		
11:15 - 12:45	Project Management Framework	Definition: Project, Project Management, Project Governance, Project Life cycle, Project Organization Structures, Enterprise environmental factors, Organizational Process assets	Yogen
12:45 - 13:15	Project Management Process Overview	Project Process categories, Process groups and knowledge areas	Deepak
13:15 - 14:00	Lunch Break		
14:00 - 15:00	Project Management Process Overview	Continued	Deepak
15:00 - 16:00	Project Integration Management	Develop Project Charter, Develop Project Management Plans, Direct and Manage Projects, Monitor and Control Projects, Change Control, Close Projects	Yogen
16:00 - 16:15	Tea Break		
16:15 - 16:45	Project Integration Management	Continued	Yogen
16:45 - 18:00	Case Study - Introduction		Yogen, Deepak

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<b>DAY 2</b>			
09:00 – 09:30		Recap of previous day	
09:30 – 11:00	Project Stakeholder Management	Identify Stakeholders; Plan Stakeholder Engagement; Manage Stakeholder Engagement, Control Stakeholder Engagement	Yogen
11:00 - 11:15	Tea Break		
11:15 – 12:30	Project Scope Management	Plan Scope Management, Collect Requirements, Define Scope, Create WBS, Validate Scope, Control Scope	Deepak
12:30 - 13:30	Project Communication Management	Plan Communication Management; Manage and Control Communications	Deepak
13:30 - 14:15	Lunch Break		
14:15 – 15:45	Project Time Management	Plan Schedule Management, Define Activities, Sequence Activities, Estimate Activity Resources, Estimate Activity Durations, Develop Schedule, Control Schedule	Yogen
15:45 - 16:00	Tea Break		
16:00 - 17:00		Challenges and Best practices in Project Management of eGovernance Projects	Deepak
17:00 – 18:00	Project Cost Management	Plan Cost Management, Estimate Costs, Determine Budgets, Earned Value Analysis : Schedule variance and cost variance, schedule performance index and cost performance index, Forecasting through Estimate at Completion and To-Cost Performance Index	Yogen

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<b>DAY 3</b>			
09:00 – 09:30		Recap of previous day	
09:30 - 11:00	Project Quality Management	Plan Quality Management, Perform Quality Assurance; Control Quality	Yogen
11:00 to 11:15	Tea Break		
11:15 - 12:15	Project Human Resource Management	Plan Human Resource Management, Acquire, Develop and Manage teams	Yogen
12:15 - 13:30	Project Risk Management	Plan Risk Management, Identify Risks, Perform Qualitative Risk Assessment; Perform Quantitative Risk Analysis, Plan Risk Responses	Yogen
13:30 – 14:15	Lunch Break		
14:15 – 15:30	Project Procurement Management	Planning Procurement Management, Conduct, Control and Close Procurements	Yogen
15:30 to 15:45	Tea Break		
15:45 to 16:15	Quiz Time		
16:15 to 16:30	Wrap Up and Feedback		