

**(Southern Region)**

**Two Day Workshop on Project Management**

**19th & 20th November, 2019**

**Venue: Radha Regent, Arumabkkam, Chennai.**

**Course Content & Programme**

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| **Time** | **TOPIC** |
|  | **DAY 1- 19th November, 2019** |
| 10.00 to 11.15 | Introductions |
| Project Management : Key Concepts |
| **11.15 to 11.35** | **TEA BREAK** |
| 11.35 to 01.00 | Project Initiation |
| i. Business Case & Feasibility |
| ii.Project Manager and Project Team |
| iii.Sponsor & Stakeholders |
| iv. Project Charter |
| **01.00 to 01.45** | **LUNCH** |
| 01.45 to 03.15 | Workshop: Project Charter |
| Project Planning |
| **03.15 to 03.35** | **TEA BREAK** |
| 03.35 to 05.30 | Planning Case Study |
| Project Planning |
| Workshop: Task List & Time Estimate |
| Planning Case Study |

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| **Time** | **TOPIC** |
|  | **DAY 2- 20th November 2019** |
| 10.00 to 11.00 | Project Risk Management |
| Project Communication Management |
| **11.00 to 11.20** | **TEA BREAK** |
| 11.20 to 01.15 | Project Execution |
| i. Project Procurement Management |
| ii.Project Resource Management |
| iii. Project Quality Management |
| Workshop : Project Scope |
| Project Monitoring and Control |
| Program Management Gate Review |
| **01.15 to 02.00** | **LUNCH** |
| 02.00 to 02.50 | Project Closure |
| Workshop : Risks and Strategy |
| **02.50 to 03.10** | **TEA BREAK** |
| 03.10 to 05.30 | Project Management for Exports |
| Global RFI/RFQ Process |
| Pitfall and Watchouts |
| Wrap-Up |