# Step 5

Course outline

## Module 1: Introduction to Project Management

Module 1: Introduction to Project Management is an introductory course designed to provide an overview of the fundamentals of project management. It covers topics such as project scope, planning, scheduling, budgeting, risk management, and communication. It also provides an introduction to the tools and techniques used in project management, such as Gantt charts, PERT diagrams, and Earned Value Analysis. This module is ideal for those who are new to project management and want to gain a better understanding of the basics.

### *Lessons*

- Understanding the Project Management Process
- Identifying Project Stakeholders
- Developing a Project Plan
- Estimating Project Resources
- Scheduling Project Tasks
- Managing Project Risks
- Monitoring and Controlling Project Progress
- Closing a Project
- Project Management Tools and Techniques
- . Project Management Best Practices

### After completing this module, students will be able to:

- Understand the fundamentals of project management and the project life cycle.
- Develop an understanding of the roles and responsibilities of a project manager.
- Learn how to create a project plan and manage the project timeline.
- Develop the skills to identify and manage risks, issues, and changes.

## Module 2: Project Planning and Scheduling

Module 2: Project Planning and Scheduling is a step-by-step guide to help you plan and schedule your project. It covers topics such as creating a project plan, setting deadlines, and tracking progress. It also provides tips and best practices for successful project management.

### *Lessons*

- Establishing Project Milestones

- Developing a Project Schedule
- Managing Project Resources
- Identifying Project Risks
- Estimating Project Costs
- Creating a Project Budget
- Implementing Quality Assurance
- Monitoring and Controlling Project Progress
- Managing Change Requests
- . Closing Out the Project

## After completing this module, students will be able to:

- Develop a project plan that outlines the scope, timeline, and budget of a project.
- Utilize project management tools to create a timeline and track progress.
- Identify and manage risks associated with a project.
- Create a project schedule that outlines tasks, resources, and dependencies.

# Module 3: Risk Management

Module 3 of the Step 5 course focuses on risk management. It covers topics such as identifying and assessing risks, developing risk management plans, and implementing risk management strategies. It also provides guidance on how to monitor and review risk management plans. The module provides practical tools and techniques to help organizations manage risk and ensure that their operations are running smoothly.

### *Lessons*

- Identifying and Assessing Risk
- Developing Risk Mitigation Strategies
- Implementing Risk Management Plans
- Monitoring and Reporting Risk
- Risk Management Tools and Techniques
- Risk Management and Compliance
- Risk Management and Business Continuity
- Risk Management and Insurance
- Risk Management and Project Management
- . Risk Management and Quality Assurance

## After completing this module, students will be able to:

- Identify and assess potential risks in a project or organization.
- Develop strategies to mitigate and manage risks.
- Implement risk management processes and procedures.
- Monitor and review risk management plans to ensure effectiveness.

# Module 4: Quality Assurance

Module 4 of the Step 5 course focuses on Quality Assurance. It covers topics such as the importance of quality assurance, the different types of quality assurance, and how to create and implement a quality assurance plan. It also provides practical tips and techniques for ensuring quality in the development process.

### *Lessons*

- Understanding Quality Assurance Principles
- Developing Quality Assurance Plans
- Implementing Quality Assurance Processes
- Evaluating Quality Assurance Results
- Identifying Quality Assurance Opportunities
- Managing Quality Assurance Resources
- Establishing Quality Assurance Standards
- Analyzing Quality Assurance Data
- Applying Quality Assurance Tools
- . Documenting Quality Assurance Procedures

### **After completing this module, students will be able to:**

- Understand the importance of quality assurance in the development of a course.
- Identify and apply quality assurance techniques to ensure the accuracy and consistency of course content.
- Develop a quality assurance plan to ensure the course meets the standards of the organization.
- Utilize quality assurance tools to evaluate the effectiveness of the course.

# **Module 5: Project Cost Estimation**

Module 5: Project Cost Estimation is a step-by-step guide to help you accurately estimate the cost of your project. It covers topics such as budgeting, cost estimation techniques, and cost control. It also provides practical tips and advice on how to manage your project budget and ensure that you stay within your allocated budget.

### *Lessons*

- Understanding the Cost Estimation Process
- Estimating Labor Costs
- Estimating Material Costs
- Estimating Equipment Costs
- Estimating Overhead Costs
- Estimating Contingency Costs
- Estimating Risk Costs
- Estimating Change Orders
- Estimating Project Schedules
- . Estimating Project Budgets

**After completing this module, students will be able to:**

- Understand the different types of cost estimation techniques and their applications.
- Develop an understanding of the importance of accurate cost estimation in project management.
- Develop the ability to create a cost estimate for a project.
- Develop the ability to analyze and interpret cost estimates to identify potential risks and opportunities.

# Module 6: Project Communication

Module 6: Project Communicationmodule for Step 5 course is designed to help students learn how to effectively communicate with stakeholders, team members, and other project participants. It covers topics such as developing a communication plan, using different communication tools, and managing communication risks. It also provides guidance on how to handle difficult conversations and how to use feedback to improve communication.

### *Lessons*

- Establishing Effective Communication Channels
- Developing a Communication Plan
- Managing Project Meetings
- Writing Effective Project Reports
- Managing Conflict and Difficult Conversations
- Understanding the Role of Project Stakeholders
- Leveraging Technology for Project Communication
- Creating a Project Communication Log
- Establishing a Project Communication Protocol
- . Managing Project Change through Communication

**After completing this module, students will be able to:**

- Understand the importance of effective communication in project management.
- Develop effective communication strategies for successful project delivery.
- Utilize communication tools to ensure project success.
- Identify and address potential communication issues in a project.

# Module 7: Project Documentation

Module 7: Project Documentation is the fifth step in the Step 5 course. This module provides an overview of the importance of project documentation and how to create effective documentation for a project. It covers topics such as project plans, requirements documents, design documents, and user manuals. It also provides guidance on how to create and maintain project documentation throughout the project lifecycle.

### *Lessons*

- Creating a Project Plan

- Writing a Project Proposal
- Developing a Project Schedule
- Establishing Project Milestones
- Creating a Risk Management Plan
- Developing a Quality Assurance Plan
- Creating a Communication Plan
- Developing a Change Management Plan
- Creating a Project Budget
- . Writing a Project Summary Report

**After completing this module, students will be able to:**

- Understand the importance of project documentation and its role in the software development process.
- Develop a comprehensive project documentation plan that outlines the scope, timeline, and deliverables of a project.
- Create and maintain project documentation that is organized, accurate, and up-to-date.
- Utilize project documentation to communicate project progress and ensure successful completion.

# Module 8: Project Monitoring and Control

Module 8: Project Monitoring and Control is a Step 5 course that provides an overview of the tools and techniques used to monitor and control projects. It covers topics such as project performance measurement, earned value management, project risk management, and project change control. It also provides guidance on how to use these tools and techniques to ensure successful project delivery.

### *Lessons*

- Establishing a Project Monitoring and Control System
- Identifying and Managing Project Risks
- Developing a Change Management Process
- Implementing Quality Assurance Procedures
- Establishing a Communication Plan
- Tracking and Reporting Progress
- Managing Project Resources
- Managing Project Costs
- Managing Project Schedules
- . Managing Project Issues and Problems

**After completing this module, students will be able to:**

- Understand the importance of project monitoring and control in the project management process.
- Develop an effective project monitoring and control plan.
- Utilize project management tools and techniques to monitor and control project progress.
- Identify and address potential risks and issues that may arise during the project monitoring and control process.

# Module 9: Project Closure

Module 9: Project Closure is the final module of the Step 5 course. It covers the essential steps for closing out a project, including finalizing deliverables, completing administrative tasks, and conducting a post-project review. It also provides guidance on how to document the project's success and lessons learned.

### *Lessons*

- Finalizing Project Documentation
- Conducting a Post-Project Review
- Closing Out Contracts and Agreements
- Transferring Knowledge to Stakeholders
- Celebrating Project Success
- Documenting Lessons Learned
- Archiving Project Records
- Releasing Resources
- Finalizing Financials
- . Evaluating Project Performance

### **After completing this module, students will be able to:**

- Understand the importance of project closure and the activities associated with it.
- Develop a plan for closing out a project, including the necessary steps and tasks.
- Identify and document the project's successes and failures.
- Develop a plan for transitioning the project's deliverables to the customer.

# Module 10: Project Leadership and Team Building

Module 10: Project Leadership and Team Building is a module in Step 5 of the course that focuses on developing the skills necessary to lead a successful project team. It covers topics such as communication, motivation, problem solving, and conflict resolution. It also provides guidance on how to build and maintain a productive team environment.

### *Lessons*

- Understanding the Role of the Project Leader
- Developing Effective Communication Strategies
- Establishing Clear Goals and Objectives
- Building and Maintaining a High-Performing Team
- Delegating Tasks and Assigning Responsibilities
- Managing Conflict and Difficult Situations
- Motivating and Inspiring Team Members
- Recognizing and Rewarding Team Performance
- Creating a Positive Work Environment
- . Evaluating Team Performance and Results

**After completing this module, students will be able to:**

- Develop effective strategies for leading and managing a project team.
- Utilize effective communication techniques to ensure successful project outcomes.
- Create a positive team environment that encourages collaboration and innovation.
- Identify and address potential conflicts within the team to ensure successful project completion.