

90-Day Project Management Training & Internship Syllabus

Price – 10,000.00

Phase 1: Fundamentals & Theory (Day 1–30)

Week 1: Introduction to Project Management

- What is project management?
- Project life cycle and methodologies (Waterfall, Agile, Scrum)
- Roles and responsibilities of a Project Manager
- Introduction to PMBOK Guide and knowledge areas

Week 2: Project Initiation & Planning

- Project charter and stakeholder analysis
- Defining scope, objectives, and deliverables
- Work Breakdown Structure (WBS)
- Gantt charts and timelines

Week 3: Time, Cost, and Risk Management

- Project scheduling (PERT, CPM)
- Budgeting and cost estimation
- Risk identification and risk management planning
- Quality management basics

Week 4: Communication & Team Management

- Communication plan
- Conflict resolution techniques
- Team formation and leadership
- Stakeholder engagement
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Phase 2: Project Tools & Methodologies (Day 31–60)

Week 5: Tools for Project Management

- Microsoft Project / GanttProject
- Trello / Asana / Monday.com

- **Jira** (for Agile/Scrum)
- **Google Workspace** (Docs, Sheets, Drive, Calendar)

Week 6: Agile & Scrum Methodology

- Agile principles and Scrum framework
- Scrum roles (Product Owner, Scrum Master, Development Team)
- Sprint planning, daily stand-ups, sprint review/retrospective
- User stories, backlog grooming

Week 7: Project Monitoring & Control

- KPIs and project metrics
- Status reports, dashboards
- Issue tracking and change management
- Earned Value Management (EVM)

Week 8: Documentation & Closure

- Final project reports and case studies
- Post-mortem analysis
- Lessons learned and best practices
- Project closure checklist
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Phase 3: Internship / Live Project (Day 61–90)

Weeks 9–13: Internship Project Work

- Assign interns to real or simulated projects
- Work in teams (Agile preferred)
- Weekly deliverables and progress reporting
- Interns take turns as Project Leads (rotational)
- Regular stand-ups and mentor feedback

Final Week:

- Project presentation/demo
- Final evaluation by mentors

- Resume building & mock interviews
- Certification of completion