

Indicative List of Areas for Project Management Competencies

Part-1 : Project Planning

1. Project Visioning, Product Visioning
2. Project Context Analysis – SWOT, SWAN Analysis
3. Project Stakeholder Analysis : Identification, Prioritization, Wish lists
4. Project Assessment – Size, Complexities, Constraints, Compliance
5. Project Risk Identification and Risk Evaluation
6. Project Critical Success Factors
7. Project Strategy, Project Approach
8. Project Definition, Project Goals, Project Objectives, Project Scope of Work,
9. Project Terms of Reference, Project Charter
10. Project Scheduling, Project Phase Network,
11. Project Estimation : Size Estimation, Cost Estimation, Time Estimation
12. Project Costing, Project Budgeting, Project Profitability Analysis
13. Project Milestones Planning, Project Deliverables
14. Project Structure, Project Roles, Project Team Profiling,
15. Project Training Needs Analysis and Project Training Plan
16. Project Quality Management Plan and Project Process Planning
17. Project Risk Response Planning – Project Risk Mitigation and Contingency Plans
18. Project Communications, Project Reporting and Project Knowledge Management Plan
19. Project Configuration Management Plan
20. Project Customer Coordination, Communication and Collaboration Plan
21. Project Plan Documentation, Project Plan Review, Project Plan Approval
22. Project Initiation Process

Part-2 : Project Organization

1. Project Structure, Project Role Definitions, Project Role Profiling
2. Project Team Composition – Roles, Responsibilities, Delegation and Empowerment
3. Project Hierarchy, Project Reporting and Project Communications Protocols
4. Project Skill Gap Analysis, Project Team Training Schedules,
5. Project Coordination : Sub-Contractors, Dependencies, Suppliers
6. Project Procurements: Project Resource Organization and Resource Management
7. Project Team Orientation, Project Team Kick-off Meeting
8. Project Knowledge Management Organization Set-up
9. Project Commencement

Part-3 : Project Directing

1. Project Leadership : Project Value Systems, Project Governance
2. Project Team Motivation, Project Team Dynamics, Team Formation Stages
3. Project People Management, Recognition and Reward Systems
4. Project Communications, Team Communications
5. Customer Expectations Management, Customer Collaboration, Customer Communications
6. Project Retrospectives, Team Values
7. Customer Value, Customer Value Perceptions, Stakeholder Management
8. Theory of TQM and Service Excellence, SERVQUAL

Part-4: Project Tracking, Project Execution and Control

1. Theory of Controlling : Feed-forward Control, Concurrent Control, Feedback Control
2. Project Work Breakdown Structure, Work Packaging,
3. Task Dependencies, Task Scheduling, Lead Times and Lag Times, Task Allocations,
4. Project PERT / CPM - Project Schedule Tracking
5. Concepts of Critical Chain Project Management and Buffer Tracking
6. Project Cost Tracking, Project Budget Tracking
7. Project Quality Assurance, Project Quality Control, Defect Tracking
8. Project Progress Tracking, Project Milestones Tracking
9. Project Metrics, Project Reporting, Project Controls
10. Project Issue Management, Issue Resolutions, Issue Tracking
11. Project Meetings Management, Minutes of Meeting, Tracking Action Plans,
12. Project Management Office, Project Progress Reporting,
13. Project Documentation Management, Project Knowledge Management

Part-5: Project Closure

1. Project Implementation, Project Delivery, Project Release Control
2. Project Deliverable Acceptance by Customers
3. Project Closure Exercise
4. Project Post-Audit, Project Profitability Analysis
5. Post Project Support Brief
6. Project Metrics, Project Data Archiving, Project Documentation Archiving
7. Project Experiences Report and Project Lessons Learnt Summary
8. Technical Closure, Financial Closure, Formal Closure