



Project Management

Project Management

Pioneering your project management skills require an exclusively designed curriculum and well-organized and informative modules. Yes, you are in the right place to become a master in project management!

This 9 in 1 Project Management bundle is presented here to make you capable of handling the project effectively. You will get efficient knowledge on time management, conflict management, stress management, procurement and purchasing management, and many more, which are the inevitable parts of managing a project while attaining distinctive competency from this uniquely designed Project Management course. Different terminology, stages, scopes in project management, and stakeholders management strategies are included exclusively.

Enrol now in the Project Management bundle to advance in your career and master your project management capacity!

CPD accredited Project Management bundle is the most comprehensive bundle on Project Management now available online, offered by Skill up to upskill you with core to advanced Project Management ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the Project Management promising industry.

Sign up for the all-inclusive Project Management bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

Learning Outcomes of this Project Management Bundle:

- Deepen your understanding of project management
- Learn how to deal with stakeholders as a project manager and achieve all project goals within the given constraints.
- Enhance your capability in managing change and risk and gain essential project management skills.
- Make yourself more accurate in handling crises in project managing
- Learn about global project management
- Learn about procurement management and quality management
- Get knowledge about project integration management

- Gain a deep understanding of project lifecycle

Project Management Bundle Specialities

- 55 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 9 completion certificates upon completing the Project Management Bundle.
- Internationally recognised Accredited Qualification on Project Management would boost up your resume.
- You will learn the researched and proven approach of project management adopted by renowned experts.

Assessment

After completing all the modules of the Project Management Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.

Certificate

This Project Management bundle comes with FREE PDF Certificates, PDF Transcripts, making it the perfect value for money. You can also claim a Hard Copy certificate for only £10.99.

This self-paced Project Management bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Project Management bundle now!

This Project Management Bundle Consists of the Following Courses:

- Course 1: Project Management Complete Training
- Course 2: Logistics & Operations Management – Level 5
- Course 3: Strategic Planning Process
- Course 4: Managing Budgets
- Course 5: Time Management: Step By Step Training
- Course 6: Business Analysis & Scrum Using JIRA
- Course 7: Virtual Team Building & Management
- Course 8: PMI Agile Certified Practitioner (PMI-ACP)® Exam Preparation Course
- Course 9: Project Management Professional (PMP)® Exam Preparation Course

Curriculum Breakdown of the Premium Courses:

➤ Project Management Complete Training

- Module 01: Introduction to Project Management
- Module 02: PMBOK and PMI
- Module 03: Global Project Management
- Module 04: Project Life Cycle
- Module 05: Time Management
- Module 06: Quality Management
- Module 07: Effective Planning and Scheduling
- Module 08: Introduction to Human Resources
- Module 09: Performance Management
- Module 10: Talent Management
- Module 11: Organising Meeting and Conferences
- Module 12: Managing Resources
- Module 13: Change Management

- Module 14: Business Resilience and Crisis Management
- Module 15: Conflict Management
- Module 16: Stress Management
- Module 17: Communication Skills
- Module 18: Procurement & Purchasing Management
- Module 19: Risk Management

➤ **Logistics & Operations Management - Level 5**

Logistic Management

- Introduction to Logistic Management
- Module 02: Planning Framework for Logistics
- Module 03: Logistics Management and Organisation
- Module 04: Sourcing, Purchasing, and Procurement
- Module 05: Channels of Distribution
- Module 06: Supplier Relationship Management
- Module 07: Inventory Planning and Management
- Module 08: Principles of Warehousing
- Module 09 : Transportation in Logistics
- Module 10: Customer Service and Logistics

Operations Management

- Module 01: Introduction to Operations Management
- Module 02: Project Management
- Module 03: Business Development and Succession Planning
- Module 04: Process Management
- Module 05: Supply Chain Management
- Module 06: Planning & Forecasting Operations
- Module 07: Procurement & Purchasing Management

- Module 08: Manufacturing & Delivery Operations
- Module 09: Quality Management
- Module 10: Managing Risk and Recovery
- Module 11: Performance Management
- Module 12: Talent Management
- Module 13: Communication Skills
- Module 14: Negotiation Techniques
- Module 15: Conflict Management
- Module 16: Stress Management
- Module 17: Time Management
- Module 18: Business Environment
- Module 19: Business Writing Skills

➤ Strategic Planning Process

Preparing for the Strategic Planning Process

- Preparing for the Strategic Planning Process
- Establish a Committee
- Gather Operational Data

Initiating the Strategic Planning Process

- Develop a Mission Statement
- Develop a Vision Statement
- Assess Internal and External Environments
- Performing SWOT Analysis

Developing the Strategic Plan

- Prioritize What the Strategic Plan Will Address
- Set Goals and Objective

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- Develop Strategy for Achieving Goals
 - Draft the Strategic Plan
 - Assign Responsibility and Authority

Executing the Plan

- Establish a Monitoring System

➤ **Managing Budgets**

- Module One: The Fundamentals of Finance
- Module Two: The Basics of Budgeting & Parts of a Budget
- Module Three: The Budgeting Process
- Module Four: Budgeting Tips and Tricks & Crunching the Numbers
- Module Five: Budget & Investment Opportunities
- Module Six: Directing the Peerless Data Corporation

➤ **Time Management : Step By Step Training**

Section 01: Welcome & Getting Started

- Introduction to Time Management: Step-by-Step
- Getting Help

Section 02: Choosing Your Time Tools

- What Tools Will I Need?
- Should I Use Print or Software Time Tools?
- General Factors When Choosing Software
- Choosing a Time Management System
- Choosing a Contact Management System

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- Choosing a Calendar
 - Choosing a Notes System
 - Choosing a Time Tracker
 - Make Your Choices

Section 03: Planning Your Work

- Time for Planning
- What is Your REAL Job?
- Identifying Your Work Categories
- Setting Blocks of Time for Each Category
- The Carousel Method for Projects
- Goals and Outcome Setting
- The Power of Outlining
- Mind Mapping for Planning and Brainstorming

Section 04: Reducing Distractions

- How Distractions Cripple Productivity
- Why Time Tracking is Critical to Success
- Reducing Email Distractions
- Social Media & App Distractions
- People Interruptions
- Telephone Distractions

Section 05: Creating Focus

- Taming Your Monkey Mind
- Getting It All Out of Your Head
- How Batching Gets More Done
- Using a Countdown Timer to Achieve Focus
- Discipline and Will Power
- Create an Office Power Hour

Section 06: Handling Tasks Effectively

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- Analyzing Tasks
 - How to Prioritize Tasks
 - Visualizing and Organizing Your Tasks
 - The Power of Checklists
 - The Two Minute Rule
 - Should I Go Paperless?
 - Telephone Time Tips

Section 07: Delegating Effectively

- Introduction to Delegating Effectively
- Delegating Tasks – Analyze First
- Delegating – Best Practices
- Why Delegating Fails
- Hiring vs. Outsourcing
- Fast Lazy Way to Create PowerPoints

Section 08: Inbox Zero Email Mastery

- Welcome to Inbox Zero Email Mastery
- Stopping Email Interruptions
- Sorting Your Inbox Daily
- Stop Working in Your Inbox
- Email Analysis
- Dumping Unneeded Emails
- Delegating Emails
- Scheduling Emails
- Finish the Most Important Emails First
- Email Handling & Reply Tips
- Email Replies in Seconds Using Text Expanders
- Second Priority Level Emails
- Stop Digital Filing & Embrace Search
- Handling Reading/Resource Emails
- Reduce Internal Emails with Task Management Systems

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- Reducing Customer Emails with Support Ticket Systems
 - How to Use Email Filters to Save Time
 - Best Practices for Internal Email
 - Outsource Your Email with Personal/Virtual Assistants

Section 09: Effective Meetings

- Introduction to Effective Meetings
- The Importance of an Agenda
- Having the Right People at the Meeting
- Setting Ground Rules for the Meeting
- Preparing Reports before Meeting
- Capturing Meeting Notes
- Starting on Time
- Getting Attendees Involved
- Keeping the Meeting on Track
- Creating an Action Plan
- No “Anything Else?” Questions
- End Meetings on Time
- After Meeting Follow Up
- Online Meeting Tips
- Dealing with Controversial Topics

Section 10: Automating Your Work

- The Importance of Automation
- Getting Started with Automation
- Automating with Text Expanders

Section 11: Work/Life Balance

- Introduction to Work/Life Balance
- Work Life Balance Steps 1-5
- Work Life Balance Steps 6-8

Step 9: Learn to Play Again

- Work Life Balance Steps 10-14
- Work Life Balance Steps 15-17

Section 12: Student Time Tips

- Student Time Planning
- Creating Focus for Students
- Learning Tips for Students

➤ Business Analysis & Scrum Using JIRA

Unit 01: Introduction to the World of Business Analysis

- Module 01: Introduction- Welcome BAs
- Module 02: Business Analysis Overview
- Module 03: What is Business Analysis?
- Module 04: Who is Business Analyst?
- Module 05: Business Analysis Fundamental Concepts- BACCM

Unit 02: Job hunting strategy

- Module 01: Strategy 1 with tips on resume/cv building
- Module 02: Strategy 2 to target job avenues to get more calls & offers

Unit 03: Business Analysis Planning and Monitoring

- Module 01: Plan Business Analysis Approach
- Module 02: Plan Stakeholder Engagement and Management
- Module 03: Learn Business Analysis Governance

- Module 04: Business Analysis Information and Communication Management
- Module 05: Summary

Unit 04: Requirement Elicitation Planning and Conducting its sessions

- Module 01: Planning and Conducting Requirement Elicitation
- Module 02: Prepare for Requirement Elicitation
- Module 03: Requirement Elicitation Techniques Part-1
- Module 04: Requirement Elicitation Techniques Part-2
- Module 05: Requirement Elicitation Techniques Part-3
- Module 06: Requirement Elicitation Techniques Part-4
- Module 07: Requirement Elicitation Techniques Part-5
- Module 08: Summary
- Module 09: Assignment- Part 1

Unit 05: SMART Requirements & Solutions

- Module 01: SMART Requirements
- Module 02: Requirement Management & Its Life Cycle
- Module 03: Solution Formulation and Evaluation
- Module 04: Requirement Modelling
- Module 05: Final Assignment

Unit 06: Assignment Solution

- Module 01: Prepare BRD

Unit 07: Bonus Content

- Module 01: Free Sample IT Business Analyst CV/Resume
- Module 02: How to Prepare for CBAP
- Module 03: Use Case & Scenarios Requirement Modeling Technique
- Module 04: Wireframe- Requirement Modeling Technique
- Module 05: Useful Tips to Get BA Job & Do Well

Unit 08: Scrum Agile Fundamentals

- Module 01: Scrum Agile software development- Introduction
- Module 02: Why Scrum- Scrum Vs Waterfall

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- Module 03: Scrum Overview
 - Module 04: Scrum Cycle & Components
 - Module 05: Scrum Master
 - Module 06: Scrum Product Owner
 - Module 07: Scrum Development Team
 - Module 08: Scrum Artefacts
 - Module 09: Scrum Burndown Chart
 - Module 10: Scrum Events
 - Module 11: Scrum Estimation- Planning Poker
 - Module 12: Scrum Implementation- Putting Everything Together

Unit 09: Case study for Business analysts & Product owner

- Module 01: How to start with a software development project
- Module 02: High level requirements & starting with sprints
- Module 03: What goes into a sprint?
- Module 04: Learn how to approach business analysis & requirement gathering
- Module 05: Start with business analysis for a digitization project

Unit 10: Fundamentals of Product management for Business analysts & Product owners

- Module 01: Product management introduction
- Module 02: Product management course overview and how to get maximum out of it
- Module 03: What is product management?
- Module 04: Role of a Product manager
- Module 05: Skills roles and responsibilities of a product manager
- Module 06: Career path for BA/PO and PM vs PO
- Module 07: Types of Product managers
- Module 08: What is PDLC- Product development life cycle?
- Module 09: What is product vision & how to handle it in PM INTERVIEWS?
- Module 10: Create customer persona and product vision with templates

Unit 11: Business analysis, Scrum & Product management with JIRA & Confluence

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- Module 01: JIRA and Confluence setup
 - Module 02: JIRA project settings
 - Module 03: Confluence tutorial and initial setup
 - Module 04: Case study with whatsapp payment-Product vision development
 - Module 05: Persona and vision development in confluence for business analysis
 - Module 06: Product vision and SWOT in confluence
 - Module 07: Goals and OKRs in Confluence
 - Module 08: Epic vs Feature vs user stories
 - Module 09: How to create epics and features in JIRA
 - Module 10: How to create user stories in JIRA
 - Module 11: Sprint planning, Start sprint and closing the sprint in JIRA

➤ **Virtual Team Building & Management**

- Module One: Setting Up Your Virtual Team (I)
- Module Two: Setting Up Your Virtual Team (II)
- Module Three: Virtual Team Meetings
- Module Four: Communication (I)
- Module Five: Communication (II)
- Module Six: Building Trust
- Module Seven: Cultural Issues
- Module Eight: To Succeed With a Virtual Team
- Module Nine: Dealing With Poor Team Players
- Module Ten: Choosing the Right Tools



➤ **PMI Agile Certified Practitioner (PMI-ACP)[®] Exam Preparation Course**

The Process

- The Process FREE

The Exam

- The Exam
- Exam Breakdown

Agile Principles & Mindset

- Agile Principles & Mindset
- The 12 Principles of Agile Software
- Team Members
- Extreme Programming
- Feature Driven Development (FDD)

Dynamic Systems Development (DSDM)

- Dynamic Systems Development (DSDM)
- DSDM Eight Principles
- Crystal Overview
- Kanban

Value-Driven Delivery

- Value Driven Delivery
- Planning Value
- Risk
- Agile Contracting

- Earned Value

Stakeholder Engagement

- Stakeholder Engagement

Boosting Team Performance

- Boosting Team Performance
- Adaptive Leadership
- Empowered Teams

Adaptive Planning

- Adaptive Planning
- Value-Based Analysis
- Planning Differences

Problem Detection & Resolution

- Problem Detection & Resolution
- Test Driven Development (TDD)
- Refactoring
- Problem Solving

Continuous Improvement

- Continuous Improvement

➤ **Project Management Professional (PMP)® Exam Preparation Course**

PMP® Application & Exam

- An Overview FREE
- How Do I Become a PMP
- PMP Application & Exam



Types of Exam Questions

- Types of Exam Questions
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- Learning from the Exam

Organizations and Project Management

- Types of Organization
- Further Analysis of Organizations

The Basics of Project Management

- What is Project Management
- Key Terms
- Extended Knowledge of Project Management

Project Integration Management

- Integration Management and Developing a Project Charter
- Project Management Planning
- Direct, Monitor, Perform, and Close

Project Scope Management

- Introducing Scope Management
- Defining Scope and WBS
- WBS and Control

Project Time Management

- Working with Time Management
- Scheduling and the Critical Path Method
- The Critical Chain Method

Project Cost Management

- Introduction to Cost Management
- Deprecation and Control Costs
- Forecasting



Project Quality Management

- A Theoretical Perspective
- Planning Quality
- Finalizing Quality Management

Project Human Resource Management

- Introducing Project Human Resource Management
- Project Teams

Project Communications Management

- Communications
- Executing Communication Management

Project Risk Management

- What is Risk Management
- Risk Analysis
- Risk Responses

Project Procurement Management

- Introducing Procurement Management
- Planning and Closing

Project Stakeholder Management

- Identifying Stakeholders & Prioritization
- Stakeholder Engagement

Professional Responsibility

- Professionalism
- Authority and Above All Else