

# The Power of Agile Project Management

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## **Target Audience:**

New hires or existing employees who are assigned to lead or manage a new project in software development. This course is also suitable for software developers who want to transition into a project management role.

**Course Duration:** 2 days.

## **Learning Outcomes:**

Upon completing the workshop, participants should be able to:

1. List out the stages of project management.
2. Describe the differences, advantages and disadvantages between waterfall, lean, Kanban, and agile methodology.
3. Identify and manage process stakeholders using the Power Matrix.
4. Communicate to stakeholders on the trade-offs between scope, cost, time and quality.
5. Determine the project scope.
6. Understand the roles of the Product Owner, Scrum Master, and Scrum Development Team in Sprint Planning.
7. Implement project closure techniques to gather feedback to measure the effectiveness of the project management process.

## **Assessment Criteria:**

1. Prepare a project charter and risk register.
2. Plan and assign tasks to stakeholders using the Power Matrix.
3. Use project management software tools such as Clickup, Notion, Microsoft Project, TeamGantt or Excel to track tasks.
4. Write user stories to the Product Backlog.
5. Apply the Scrum methodology to a project.

## **Introduction**

Many businesses failed to deliver their projects within the budget and time despite having access to plenty of digital tools in the marketplace. The Power of Agile Project Management is a systematic methodology which helps businesses to:

- Ensure projects are delivered on time within the budget with the quality promised
- Save cost by maximizing productivity
- Minimize waste in efficiency due to communication breakdown

## **Course Outline**

### **Day 1**

#### **Module 1: Introduction to Project Management (AM)**

The training session will begin with an introduction to project management and an overview of the Project Management Lifecycle. Participants will also be introduced to the various different project management methodologies such as waterfall, lean, Kanban and agile. Finally, participants will also be taught how to apply the Project Management Trade-Off Matrix in decision-making.

#### **Module 2: Stakeholder Management (AM)**

In this module, participants will be expected to understand the roles and manage expectations of different stakeholders in different parts of the project management lifecycle using the Power Matrix. Participants will also learn about corporate governance and the differences between selected roles commonly involved in software development projects such as a project sponsor, portfolio manager, program manager, product manager, process manager, business analyst, developers and project manager.

### **Module 3: Project Initiation (PM)**

Participants will learn to create a project charter and risk register. They will learn how to write proper project objective statements and identify the required resources under appropriate assumptions and constraints. They will then map out the major milestones with the expected due dates. They will also learn how to prepare a budget using common project financing terms such as CAPEX, OPEX and measure the ROI of the project.

### **Module 4: Project Planning (PM)**

In this module, participants will analyze the project requirements in depth to create a Work Breakdown Structure. Using the Work Breakdown Structure, they will learn how to estimate the task duration, start time and end time and use it to create a project schedule and plot a Gantt chart. Finally, they will learn about the different type of dependencies between tasks and learn how to map them onto a Gantt chart.

### **Day 2**

### **Module 5: Project Execution using Scrum Methodology (AM)**

Participants will learn how to utilize the scrum framework to ensure features are delivered on a consistent basis. They will learn about the purpose and usage of the Product Backlog, Sprint Backlog as well as the roles of the Product Owner, Scrum Master, and Scrum Development Team in Sprint Planning Meeting. They will also learn how to handle changes to a project scope.

### **Module 6: The Role of Project Management Software (AM)**

Participants will learn how to use project management software to assist them in creating Gantt charts, task management and tracking, and set up project status update reports to stakeholders on a scheduled basis.

### **Module 7: Project Simulator (PM)**

Participants will participate in a proprietary project management simulator game where they will be broken down into groups to deliver a project which solves a specific problem statement. They will be given the opportunity to apply the knowledge which they had learnt during the previous modules to complete the simulator.

### **Module 8: Managing Costs and Project Closure (PM)**

Participants will learn how to monitor a project's budget and performance. They will also learn about the importance and proper methodologies to collect feedback and document the learnings as a reference for future project managers.

#### **Delivery Methodology:**

- PowerPoint Presentation
- Interactive Group Activities
- Case Study
- Group Discussions
- Simulation