

# Course Outline 1: Agile Project Management (Aligned with PMI Standards)

**Course Description:** This course provides a comprehensive overview of Agile project management methodologies and practices aligned with the Project Management Institute (PMI) standards. Participants will gain a solid understanding of core Agile principles, explore popular Agile frameworks, and learn how to implement Agile practices effectively in their projects.

**Target Audience:** Project managers, team leads, business analysts, and anyone interested in understanding and implementing Agile project management methodologies.

## Learning Objectives:

By the end of this course, participants will be able to:

- Define Agile principles and values as outlined in the Agile Manifesto.
- Compare and contrast Agile with traditional project management approaches.
- Explain the benefits and limitations of Agile project management.
- Identify and differentiate between popular Agile methodologies like Scrum, Kanban, and Lean.
- Understand the key roles and responsibilities within Agile teams.
- Apply Agile planning techniques such as user story development, backlog management, and sprint planning.
- Describe the core Agile ceremonies and their significance in project execution (Sprint Planning, Daily Stand-up, Sprint Review, Sprint Retrospective).
- Implement Agile estimation techniques such as story points and planning poker.

- Employ Agile project management tools and frameworks for effective task management and collaboration.
- Identify and address common challenges encountered in Agile projects.
- Integrate Agile practices with relevant PMI knowledge areas like project scope management, risk management, and stakeholder management.
- Articulate the value proposition of Agile project management in achieving project success.

## **Course Outline:**

### **Module 1: Introduction to Agile Project Management**

**PMI Knowledge Areas:** Project Integration Management, Project Scope Management

- **Agile Manifesto:** History, Core Values, and Principles
- The Waterfall Method vs. Agile: Understanding the Differences
- Benefits and Limitations of Agile Project Management
- Introduction to PMI's Pulse of the Profession and Agile adoption trends

### **Module 2: Core Agile Methodologies**

- **PMI Knowledge Areas:** Project Management Plan, Human Resource Management
- **Scrum Methodology:** Roles, Events, Artifacts, and Sprints
- **Kanban Methodology:** Workflow Management, Kanban Boards, and Work-in-Progress (WIP) Limits
- **Lean Methodology:** Waste Elimination principles and their application in Agile projects
- Selecting the Right Agile Methodology for Project Needs

### Module 3: Agile Planning and Estimation

- **PMI Knowledge Areas:** Project Scope Management, Project Schedule Management
- **User Stories and Acceptance Criteria:** Defining Project Scope in Agile environments
- **Backlog Management:** Prioritizing and Managing Work Backlog
- **Sprint Planning:** Defining Sprint Goals and Backlog Selection
- **Agile Estimation Techniques:** Story Points, Planning Poker, and Relative Estimation

### Module 4: Agile Practices & Ceremonies

- **PMI Knowledge Areas:** Project Communication Management, Project Stakeholder Management
- **Agile Ceremonies:** Purpose, Format, and Importance of:
  - Sprint Planning
  - Daily Stand-up Meetings
  - Sprint Review
  - Sprint Retrospective
- **Collaboration in Agile Teams:** Effective communication strategies for Agile environments

### Module 5: Agile Tools and Project Management

- **PMI Knowledge Areas:** Project Monitoring and Control, Project Risk Management
- Integrating Agile with Traditional Project Management Tools

- Addressing Common Challenges in Agile Projects: Scope Creep, Stakeholder Management, Risk Management

# Course Outline 2: Mastering Jira for Agile Projects

**Target Audience:** This course is designed for project managers, team leads, and individuals who want to learn how to effectively manage projects using the Agile methodologies supported by Jira and Confluence.

## Course Objectives:

- Gain a solid understanding of Agile project management principles and their benefits.
- Master the functionalities of Jira for Agile project planning, tracking, and reporting.
- Become proficient in using Confluence for seamless collaboration and knowledge sharing in Agile teams.
- Develop practical skills to configure Jira and Confluence for optimal project management.
- Learn best practices for integrating Jira and Confluence to maximize their collaborative potential.

## Module 1

- **Introduction to Jira:** Interface, user management, configuration options.
- **Agile Project Setup in Jira:** Backlog management, creating user stories and epics.
- **Sprint Planning and Management:** Defining sprint goals, assigning tasks, utilizing story points and estimation techniques.
- **Task Tracking and Reporting:** Jira workflows, issue types, burndown charts and other reports.

- **Customizing Jira Dashboards and Workflows:** Creating dashboards for real-time project insights and customizing workflows for specific project needs.
- **Advanced Jira Features:** Automations, integrations with other tools, and custom fields.
- **Hands-on Labs:** Practical exercises utilizing Jira features to manage a simulated Agile project.

## **Module 2: Collaboration and Knowledge Sharing with Confluence**

- **Introduction to Confluence:** Workspace creation, structuring content, and user permissions.
- **Using Confluence for Agile Projects:** Team collaboration tools, creating wikis and a project knowledge base.
- **Documenting User Stories, Epics, and Project Documentation:** Utilizing Confluence templates for clear documentation.
- **Meeting Agendas and Minutes Management:** Optimizing team meetings with Confluence features.
- **Collaboration Features:** Utilizing comments, mentions, and team discussions for effective communication.
- **Search and Access Management:** Ensuring efficient information retrieval within Confluence.
- **Hands-on Labs:** Collaborative tasks in Confluence to manage a simulated project.

## **Module 3: Integrating Jira and Confluence for Enhanced Agility**

- **Benefits of Integrated Workflows:** Streamlined communication and knowledge sharing between tools.

- **Linking Jira Issues with Confluence Pages:** Establishing traceability between tasks and relevant documentation.
- **Utilizing Jira Macros in Confluence:** Embedding Jira reports, dashboards, and filters directly in Confluence pages.
- **Best Practices for Seamless Integration:** Optimizing workflows and information flow between both tools.

#### **Module 4: Customization and Administration**

- **Jira and Confluence Administration:** User management, security settings, and advanced configurations.
- **Customizing Jira and Confluence for Your Needs:** Exploring customization options like plugins and third-party integrations.
- **Troubleshooting Common Issues:** Addressing common challenges faced while using Jira and Confluence.

# Course Outline 3: Schedule & Gantt Development in Spreadsheets

**Target Audience:** This course is designed for project managers, team leads, and individuals who want to learn how to effectively create and manage project schedules and Gantt charts using spreadsheet software like Microsoft Excel or Google Sheets.

## Course Objectives:

- Gain a solid understanding of the role of scheduling and Gantt charts in project management.
- Learn fundamental spreadsheet functions and formulas for schedule calculations.
- Master the creation and customization of Gantt charts for project visualization.
- Develop skills to manage project timelines, dependencies, and resource allocation within spreadsheets.
- Explore best practices for maintaining and updating schedules throughout the project lifecycle.

## Course Outline:

### Module 1: Introduction to Project Scheduling

- **The Importance of Scheduling:** Why schedules are crucial for project success.
- **Elements of a Project Schedule:** Activities, durations, dependencies, and milestones.
- **Critical Path Method (CPM):** Understanding the critical path and its impact on project timelines.
- **Gantt Charts Explained:** Benefits and limitations of Gantt charts for project visualization.



- **Real-World Examples:** Analyzing project schedules and Gantt charts used in various industries.

## Module 2: Spreadsheet Essentials for Scheduling

- **Introduction to Spreadsheet Functions:** Essential functions for date calculations (TODAY, NETWORKDAYS), durations (DATEDIF), and scheduling logic (IF, VLOOKUP).
- **Building a Basic Schedule:** Setting up a spreadsheet with tasks, durations, and start/end date calculations.
- **Formatting for Clarity:** Utilizing conditional formatting and color coding to enhance schedule readability.
- **Entering and Editing Project Data:** Best practices for data entry and managing changes to schedules.
- **Hands-on Labs:** Practical exercises applying basic spreadsheet functions to build a simple project schedule.

## Module 3: Creating & Customizing Gantt Charts

- **Gantt Chart Fundamentals:** Formatting tasks, durations, and dependencies to create a Gantt chart.
- **Advanced Customization:** Utilizing chart styles, bars, and formatting options for visually appealing Gantt charts.
- **Filtering and Sorting:** Effectively managing large schedules using filter and sort functions.
- **Adding Resources and Milestones:** Highlighting resource allocation and key project milestones within the Gantt chart.
- **Hands-on Labs:** Using spreadsheet features to create a customized Gantt chart for a simulated project scenario.

## Module 4: Managing and Updating Schedules

- **Tracking Project Progress:** Updating schedules to reflect actual completion dates and progress.
- **Scenario Planning:** Using "What-if" analysis to assess the impact of changes on project timelines.
- **Resource Management in Spreadsheets:** Allocating resources and tracking resource availability within the schedule.
- **Collaboration and Sharing Schedules:** Exporting and sharing schedules for effective communication with stakeholders.
- **Best Practices for Maintaining Schedules:** Ensuring accuracy and relevance of schedules throughout the project

# 2ND DRAFT

## Course 1: Agile Project Management Practitioner (2 Days - 16 Hours)

### Course Objectives:

- Understand the core principles and values of Agile project management.
- Explore popular Agile frameworks like Scrum, Kanban, and Lean.
- Gain proficiency in applying Agile practices for iterative development and continuous improvement.
- Learn how to estimate and manage project scope in an Agile environment.

### Course Outline:

- **Module 1: Introduction to Agile Project Management (4 Hours)**
  - Agile Manifesto and Core Values
  - Waterfall vs. Agile: Understanding the Differences
  - Benefits and Limitations of Agile Project Management
  - PMI's Pulse of the Profession: Agile Adoption Trends
  - Case Studies: Real-world Examples of Agile Implementation
- **Module 2: Core Agile Frameworks (6 Hours)**
  - Scrum Methodology: Roles, Events, Artifacts, and Sprints
  - Kanban Methodology: Workflow Management, Kanban Boards, and WIP Limits
  - Lean Methodology: Waste Elimination principles and their application in Agile projects
  - Choosing the Right Agile Framework for Project Needs
  - Guest Speaker Session (Optional): An Agile professional shares their experience implementing Agile methodologies

- **Module 3: Agile Planning and Estimation**
  - User Stories and Acceptance Criteria: Defining Project Scope in Agile environments
  - Backlog Management: Prioritizing and Managing Work Backlog
  - Sprint Planning: Defining Sprint Goals and Backlog Selection
  - Agile Estimation Techniques: Story Points, Planning Poker, and Relative Estimation

## **Course 2: Managing Projects with Jira & Confluence**

### **Course Objectives:**

- Master the functionalities of Jira for Agile project planning, tracking, and reporting.
- Become proficient in using Confluence for seamless collaboration and knowledge sharing in Agile teams.
- Develop practical skills to configure Jira and Confluence for optimal project management.
- Learn best practices for integrating Jira and Confluence to maximize their collaborative potential.

### **Course Outline:**

- **Module 1: Introduction to Agile Project Management Tools**
  - Importance of Project Management Tools for Agile Projects
  - Overview of Popular Tools (Jira, Confluence, Trello, Asana)
  - Selecting the Right Tools for Your Project Needs
- **Module 2: Mastering Jira for Agile Projects (6 Hours)**
  - Introduction to Jira: Interface, User Management, Configuration Options

- Agile Project Setup in Jira: Backlog Management, User Stories, and Epics
  - Sprint Planning and Management in Jira: Defining Sprint Goals, Assigning Tasks, Utilizing Story Points and Estimation Techniques
  - Task Tracking and Reporting: Jira Workflows, Issue Types, Burndown Charts and other Reports
  - Customizing Jira Dashboards and Workflows: Creating dashboards for real-time project insights and customizing workflows for specific project needs
  - Advanced Jira Features: Automations, Integrations with Other Tools, and Custom Fields
  - Hands-on Labs: Practical exercises utilizing Jira features to manage a simulated Agile project.
- **Module 3: Collaboration and Knowledge Sharing with Confluence**
    - Introduction to Confluence: Workspace creation, structuring content, and user permissions
    - Using Confluence for Agile Projects: Team collaboration tools, creating wikis and a project knowledge base
    - Documenting User Stories, Epics, and Project Documentation: Utilizing Confluence templates for clear documentation
    - Meeting Agendas and Minutes Management: Optimizing team meetings with Confluence features
    - Collaboration Features: Utilizing comments, mentions, and team discussions for effective communication
    - Search and Access Management: Ensuring efficient information retrieval within Confluence
    - Hands-on Labs: Collaborative tasks in Confluence to manage a simulated project.

- **Module 4: Integrating Jira and Confluence for Enhanced Agility**
  - Benefits of Integrated Workflows: Streamlined communication and knowledge sharing between tools
  - Linking Jira Issues with Confluence Pages: Establishing traceability between tasks and relevant documentation
  - Utilizing Jira Macros in Confluence: Embedding Jira reports, dashboards, and filters directly in Confluence pages
  - Best Practices for Seamless Integration: Optimizing workflows and information flow between both tools
  - Case Study: Analyzing a real-world scenario showcasing the combined power of Jira and Confluence in Agile project management.

## **Module 1: Scheduling Considerations for Agile Projects**

- **Agile vs. Traditional Scheduling:** Balancing Flexibility with Planning Needs
- **Critical Path Method (CPM):** Understanding its limitations in Agile environments.
- **Adapting Schedules for Iterative Development:** Creating flexible schedules that accommodate ongoing changes in Agile projects.
- **Agile Estimation Techniques:** Integrating story points and relative estimation into spreadsheet-based schedules.
- **Case Studies:** Analyzing real-world examples of using schedules in Agile project management.

## **Module 2: Spreadsheet Essentials for Agile Scheduling**

- **Essential Spreadsheet Functions:** Refreshing core functions for date calculations (TODAY, NETWORKDAYS), durations (DATEDIF), and conditional logic (IF) for Agile-specific considerations.
- **Building a Basic Agile Schedule:** Setting up a spreadsheet with tasks, durations, start/end date calculations, and room for backlog item adjustments.
- **Formatting for Clarity:** Utilizing conditional formatting and color coding to highlight dependencies and changes within the schedule.
- **Entering and Editing Project Data:** Best practices for data entry and managing changes to schedules in Agile settings.
- **Hands-on Labs:** Practical exercises applying spreadsheet functions to build an Agile-friendly project schedule.

### **Module 3: Creating & Customizing Gantt Charts for Agile Projects**

- **Gantt Chart Fundamentals for Agile:** Formatting tasks, durations, and dependencies to reflect iterative sprints and potential backlog adjustments.
- **Customization for Agile Visibility:** Utilizing chart styles, bars, and formatting options to highlight sprint boundaries, completed tasks, and upcoming work within the Gantt chart.
- **Visualizing Iteration Cycles:** Differentiating sprints within the Gantt chart to showcase the iterative nature of Agile projects.
- **Tracking Progress and Updates:** Utilizing spreadsheet features to reflect completed and ongoing work within the Gantt chart throughout the sprint.
- **Hands-on Labs:** Using spreadsheet features to create a customized Gantt chart specifically designed for managing an Agile project scenario.

- **Module 4: Maintaining and Updating Schedules in Agile Projects (2 Hours)**
- **Tracking Progress and Burndown:** Integrating sprint burndown calculations within the spreadsheet to monitor progress and identify potential adjustments.
- **Scenario Planning:** Utilizing "What-if" analysis to assess the impact of changes on project timelines and resource allocation.
- **Adapting to Change:** Updating schedules within the spreadsheet to reflect adjustments made during sprint reviews and retrospectives.
- **Collaboration and Sharing Schedules:** Exporting and sharing schedules for effective communication with stakeholders while acknowledging the iterative nature of Agile projects.
- **Best Practices for Agile Scheduling:** Maintaining realistic and adaptable schedules throughout the project lifecycle.