

Training Program on “Smart Project Management”
Venue: IT Business Incubator, CUET

Day/Session	Time	Topic	Resource Person
Day 1			
Session 1	9.00 AM-10.00 AM	Understanding Project and Project Management, Types of Project, Project Management Lifecycle, Project Management Framework.	
Session 2	10.00 AM-11.00 AM	Introduction to Project Document: DPP, TAPP, PDPP, PFS, OP & PIP.	
Tea Break	11.00 AM-11.10 AM		
Session 3	11.10 AM-12.10 PM	Preparation of Development Project Proposals (DPP & TAPP).	
Session 4	12.10 PM-1.10 PM	Project Appraisal and Approval Process in Bangladesh.	
Lunch and Prayer Break	1.10 PM-2.00 PM		
Session 5	2.00 PM-3.00 PM	Project Resource Management and Budget.	
Session 6	3.00 PM-4.00 PM	Project Revision and Time Extension.	
Refreshment	4.00 PM-4.30 PM		
Day 2			
Session 7	9.00 AM-10.00 AM	Preparation of Logical Framework, IMED Reporting System for Development Project.	
Session 8	10.00 AM-11.00 AM	Preparation of Project Completion Report (PCR), Monitoring and Evaluation of Development Project.	
Tea Break	11.00 AM-11.10 AM		
Session 9	11.10 AM-12.10 PM	Build, Empower and Train the Team Members.	
Session 10	12.10 PM-1.10 PM	Project Management Information Systems and MS Project.	
Lunch and Prayer Break	1.10 PM-2.00 PM		
Session 11	2.00 PM-3.00 PM	Challenges of Project Implementation in Bangladesh, Role of a Project Manager.	

Session 12	3.00 PM-4.00 PM	Smart Bangladesh and Project Management Prospects.	
Refreshment	4.00 PM-4.30 PM		
Day 3			
Session 13	9.00 AM-10.00 AM	Stakeholder Management, Engagement and Register.	
Session 14	10.00 AM-11.00 AM	Development of Project Charter.	
Tea Break	11.00 AM-11.10 AM		
Session 15	11.10 AM-12.10 PM	Plan and Manage Project Scope.	
Session 16	12.10 PM-1.10 PM	Works Breakdown Structure Workshop.	
Lunch and Prayer Break	1.10 PM-2.00 PM		
Session 17	2.00 PM-3.00 PM	Project Schedule and Critical Path Analysis.	
Session 18	3.00 PM-4.00 PM	Concept of Public Procurement.	
Refreshment	4.00 PM-4.30 PM		
Day 4			
Session 19	9.00 AM-10.00 AM	Introduction to Agile and Lifecycle Selection.	
Session 20	10.00 AM-11.00 AM	Basics of Scrum.	
Tea Break	11.00 AM-11.10 AM		
Session 21	11.10 AM-12.10 PM	Workshop on affinity diagram, Product roadmap and Product Backlog.	
Session 22	12.10 PM-1.10 PM	Estimation techniques - poker planning, Fabonacci sequence, t-shirt sizing	
Lunch and Prayer Break	1.10 PM-2.00 PM		
Session 23	2.00 PM-3.00 PM	Sprint planning and sprint backlog.	

Session 24	3.00 PM-4.00 PM	Sprint review and Organizational Consideration for Agile Project.	
Refreshment	4.00 PM-4.30 PM		
Day 5			
Session 25	9.00 AM-10.00 AM	Manage Communication.	
Session 26	10.00 AM-11.00 AM	Assess and Manage Risk and Project Issues.	
Tea Break	11.00 AM-11.10 AM		
Session 27	11.10 AM-12.10 PM	Plan and Manage Quality.	
Session 28	12.10 PM-1.10 PM	Manage Project Change.	
Lunch and Prayer Break	1.10 PM-2.00 PM		
Session 29	2.00 PM-3.00 PM	Manage Project Closure.	
Session 30	3.00 PM-4.00 PM	Evaluate and Deliver Project Benefits and Value.	
Refreshment	4.00 PM-4.30 PM		

Assignment: 5 Hours