PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS CERTIFICATION

As per International Standards

UNICHRONE

Unichrone Training Advantages

✔ 1 Day Interactive Instructor –led Online/Classroom or Group Training

✔ Course study materials designed by subject matter experts

✔ Mock Tests to prepare in a best way

✔ Highly qualified, expert & accredited trainers with vast experience

✔ Enrich with Industry best practices and case studies and present trends

✔ Project Management for Non-Project Managers Training adhered with International Standards

✔ End-to-end support via phone, mail, and chat

✔ Convenient Weekday/weekend Project Management for Non-Project Managers Training schedule

About Unichrone

✔ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.
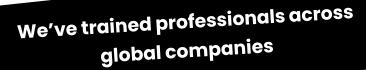
Guaranteed Quality

Handpicked Trainers

Global Presence

Online Training Option

We've trained professionals across global companies

PHILIPS

AXCESS
FINACIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

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VOLVO

AMA
AMERICAN MEDICAL ASSOCIATION

sitel group

Signify

Atos

LEAR CORPORATION

Importance of Project Management for Non-Project Managers Training

✔ Project Management for Non-Project Managers Certification is for project managers who have no training in project management. By acquiring this certification, professionals can improve their job performance, enhance their skill set in managing projects, and contribute more meaningfully towards organizational goals. Whether they are new to project management or want to formalize their experience, this certification provides valuable insights and practical abilities.

✔ Project Management for Non-Project Managers Training gives candidates with basic skills and knowledge to promote a project team. Candidates obtain an extensive view through the entirety of project's life cycle, including initiation processes, planning, execution, monitoring, and closing. Some of the broad areas covered by program include how to manage tasks, identify and evaluate risks, communicate, and allocate resources in a project.

ELIGIBILITY CRITERIA

✔ Aspirants need not meet any requirements to pursue Project Management for Non-Project Managers. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

✔ Any individual who wants to gain skills to understand Project Management can enroll in the Project Management for Non-Project Managers.

Syllabus of Project Management for Non-Project Managers Training

Lesson 01 – What is a Project?
1. Introduction to Project
2. Temporary
3. Unique
4. Objectives
5. Scope
6. Resources
7. Constraints
8. Team
9. Deliverables

Lesson 02 – What is Project Management?
1. Key Components of Project Management
2. Project Initiation
3. Project Planning
4. Project Execution
5. Project Monitoring and Control
6. Project Closure

Syllabus of Project Management for Non-Project Managers Training

Lesson 03 – How a Project Manager Functions?

1.	Introduction
2.	Planning
3.	Organising
4.	Communicating
5.	Risk Management
6.	Monitoring and Controlling
7.	Problem-solving
8.	Stakeholder Management
9.	Documentation
10.	Closure

Lesson 04 – Using Project Planning Tools

1.	Gantt Charts
2.	Kanban Boards
3.	Agile Project Management Tools
4.	Project Management Software Suites
5.	Collaboration and Communication Tools

Syllabus of Project Management for Non-Project Managers Training

Lesson 05 – Defining a Project
1. Project Objectives
2. Scope
3. Deliverables
4. Stakeholders
5. Project Team
6. Timeline
7. Budget
8. Risks and Constraints
9. Communication Plan
10. Evaluation and Success Criteria

Lesson 06 – Planning a Project
1. Key Steps Involved in Planning a Project
2. Define Project Scope and Objectives
3. Breakdown the Project into Tasks
4. Determine Task Dependencies
5. Estimate Task Durations and Resource Requirements
6. Develop the Project Schedule
7. Allocate and Manage Resources
8. Identify and Mitigate Risks
9. Establish Communication and Reporting Procedures
10. Set Quality Standards and Controls
11. Review and Refine the Plan

Syllabus of Project Management for Non-Project Managers Training

Lesson 07 – Defining the Scope
1. Understand Project Objectives
2. Identify Project Deliverables
3. Define Project Boundaries
4. Determine Key Milestones
5. Identify Project Constraints
6. Involve Stakeholders
7. Document the Scope

Lesson 08 – Scheduling the Project
1. Define Project Objectives
2. Identify Project Activities
3. Sequence the Activities
4. Estimate Activity Durations
5. Allocate Resources
6. Develop a Schedule
7. Assess and Adjust
8. Monitor and Update

Syllabus of Project Management for Non-Project Managers Training

Lesson 09 – Controlling the Project
1. Key Steps for Effective Project Control

Lesson 10 – Dealing with Risk
1. Key Steps to Effectively Manage and Mitigate Risks in a Project

Lesson 11 – Closing the Project
1. Key Steps Involved in Closing a Project

Exam Format of Project Management for Non-Project Managers Certification

Examination Format	
Exam Name	**Project Management for Non-Project Managers Exam**
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Project Management for Non-Project Managers, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Project Management for Non-Project Managers exam.

Contact Us

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