RUNNING SMALL PROJECTS 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

- ✔ Running Small Projects Training Course adhered with International Standards

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

- ✔ Convenient Weekday/weekend Running Small Projects Training Course schedule

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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

baycoat

DU PONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO أراسكو

EMERSON

accenture

AMA
AMERICAN MEDICAL
ASSOCIATION

sitel
group

Signify

AtoS

LEAR
CORPORATION

Importance of Running Small Projects Training

✓ Running Small Projects Certification is for organizations and individuals who endeavor to advance their skills in managing small-scale projects. The essential learnings from this certification can be utilized to understand the best practices to plan, schedule, and complete projects of smaller duration, scope, and budgets realistically. A myriad of professionals in the field of project management and risk management can elevate their careers to the upper level with a Small Business Project Management Certification.

✓ The objective of Running Small Projects Training is to produce out of participants competent small project managers. By combining elements of cognitive paradigm with tasks that can be solved under guidance, the program prepares individuals for fulfilling a wide range of tasks in different steps. Basic activities such as defining project scope, work breakdown, and scheduling methodologies are studied so that participants are able to effectively identify the organizational boundary of a project.

ELIGIBILITY CRITERIA

✔ Aspirants need not meet any requirements to pursue Running Small Projects Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

✔ Any individual who wants to gain skills to understand small projects can enroll in the Running Small Projects Training course.

Syllabus of Running Small Projects Training

Lesson 01 – Introduction
1. Introduction to Small Projects

Lesson 02 – Benefits of SPM
1. Benefits
2. Opportunity to Learn
3. Small Team
4. Fast Benefits
5. Get to Move on
6. Practice Your Skills
7. Practice Juggling

Syllabus of Running Small Projects Training

Lesson 03 – Common Problems of SPM

1.	Common Challenges in Managing Small Projects
2.	Failure to Scale Down the Project Method
3.	Lack of Sponsorship from Senior Management
4.	Scope Creep
5.	Small Teams can be Vulnerable to Change
6.	Difficulties in Accessing Specialized Skills
7.	Softer Areas May Be Neglected

Lesson 04 – Roles and Responsibilities

1.	Roles and Responsibilities of Project Manager
2.	Project Manager
3.	Project Team Member
4.	Project Sponsor
5.	Executive Sponsor
6.	Business Analyst

Syllabus of Running Small Projects Training

Lesson 05 – Planning Projects
1.   Purpose of Project Planning
2.   Project Planning Process
3.   Monitor Project Quality and Risks

Lesson 06 – Quality Management
1.   Quality Management Overview
2.   Processes of the Project Quality Management • Quality Planning • Quality Assurance • Quality Control
3.   Benefits of Project Quality Management

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Syllabus of Running Small Projects Training

Lesson 07 – Budget Management
1. Project Budget
2. Need of Project Budget
3. Steps of Creating a Project Budget

Lesson 08 – Risk Management
1. What is Risk Management on Projects?
2. How to Manage Risk?
3. Risk Management Process
4. Identify the Risk
5. Analyse the Risk
6. Prioritize the Risk
7. Respond to the Risk

Syllabus of Running Small Projects Training

Lesson 09 – Incident Management	
1.	Incident Management Overview
2.	Steps of Incident Management

Lesson 10 – Creating Key Performance Measurements	
1.	Creating Key Performance Measurements
2.	How to Develop KPI?

Syllabus of Running Small Projects Training

Lesson 11 – Implementing Small Project Management in the Workplace	
1.	Implementing Small Project Management in Workplace
2.	Steps for Implementing a Project

Lesson 12 – Reviewing a Project	
1.	Steps of Reviewing a Project
2.	Scope or Objective of Review
3.	Sponsor Interview
4.	Project Manager Interview
5.	Stakeholder Interviews
6.	Analysis
7.	Draft Conclusion
8.	Publish Final Review

Syllabus of Running Small Projects Training

Lesson 13 – Closing a Project
1. Closing a Project
2. Phases of Closing a Project

Exam Format of Running Small Projects Certification

Examination Format	
Exam Name	**Running Small Projects 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 Running Small Projects, 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 Running Small Projects exam.

Contact Us

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