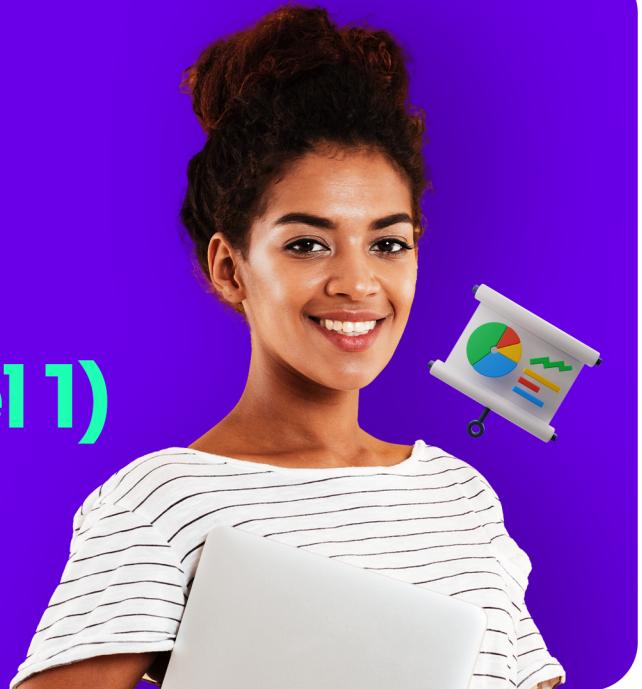


Project Management Program (Level 1)

Duration: 3 Months (12 Weeks)

Mode: Physical & Virtual



Summary

Learn to plan, organize, and manage real projects confidently using tools like Trello, Notion, and ClickUp — from idea to successful delivery.

Course Overview

The **Cirvee Project Management Program (Level 1)** is designed for individuals who want to master the art of getting things done — the smart, structured way. Over 12 weeks, you'll learn how to initiate, plan, execute, and close projects across industries using proven frameworks like PMBOK and Agile Scrum.

Through practical case studies and simulated projects, you'll explore how to define project goals, allocate resources, manage risks, and lead teams effectively. You'll also get hands-on experience with the top project management tools used globally — Trello, Asana, ClickUp, Notion, and Microsoft Project.

By the end of this course, you'll be equipped to coordinate real projects in startups, NGOs, and corporate settings. Whether you're managing a product launch, a design sprint, or a tech event, you'll know how to deliver results — on time and within budget.

Modules Overview

01. Introduction to Project Management

Understand what makes a project successful and explore the project lifecycle

02. Project Initiation

Learn to define project goals, identify stakeholders, and create a project charter.

03. Project Planning I – Scope & Deliverables

Break down project scope and deliverables using SMART objectives and WBS.

04. Project Planning II – Schedule & Resources

Create Gantt charts, estimate timelines, and allocate team resources effectively.

05. Project Planning III – Budget & Cost Management

Develop realistic budgets and balance scope, time, and cost constraints

06. Risk & Quality Management

Identify potential risks and create a risk register for proactive management.

07. Project Execution

Manage teams, delegate tasks, and lead communication across stakeholders.

08. Monitoring & Control

Track progress, generate status reports, and manage project changes smoothly.

09. Project Closure & Evaluation

Document lessons learned and close out projects with success metrics.

10. Agile Project Management

Adopt Agile and Scrum methodologies to manage flexible, fast-moving projects.

11. Tools Masterclass

Master Trello, ClickUp, Asana, and Notion to manage projects digitally.

12. Capstone Project & Presentation

Execute a real project — from planning to presentation — as your final assessment.

Career Opportunities

After this program, you can work as a:

Project Coordinator

Assistant Project Manager

Operations Associate

Scrum Assistant /
Agile Support

Project Administrator

Program Support Officer



Stay Cirvee Tip

"A good plan means nothing without execution. Lead with clarity, act with courage, and learn from every project."

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