DTA Program Syllabus

AI-Assisted Project Management and Leadership

A practical 12-module program for professionals, aspiring project managers, team leaders and business owners. Build a portfolio of project tools and validated AI-assisted work.

Learning hours

Component	Self-paced	Instructor-led
Instruction	9 recorded hours 36 videos x approximately 15 minutes	24 live hours 12 sessions x 2 hours
Practice and AI exercises	10-11 hours independent practice and 10-11 hours independent AI work	Guided activities included in live sessions
Other requirements	2-3 hours orientation and quizzes; 5-6 hours capstone	8-12 hours outside class, including orientation, quizzes, remaining activities and capstone
Total estimated effort	**36-40 hours**	**32-36 hours**

Hours are planning estimates. Actual time varies with experience, pace and revisions. Self-paced practice and AI work each allow 30-60 minutes per module, with approximately 50-55 minutes each budgeted in the program total. Instructor-led recordings are optional review.

Your learning sequence

Orientation, then Core learning, Practice, Applied AI and Quiz within each purchased module. Self-paced learners watch each required video before recording completion; Practice remains an independent activity without a required upload. Full-program learners complete all 12 modules before the capstone.

Each module has three approximately 15-minute videos: Core, Practice and AI. Teaching presentations are viewed inside purchased modules. Only practice templates and AI worksheets are offered as learning downloads. Do not redistribute teaching materials or share account access.

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Modules 1 to 3

01 Project Management Fundamentals

Topics: Project context and objective; Known facts and constraints; Relevant stakeholders; Available project information.

Outcome: Draft and evaluate a business case.

Deliverable: Validated business case + notes on assumptions, corrections, and validation.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

02 Project Initiation

Topics: Business need or opportunity; Expected benefit; High-level timeline; Key stakeholders.

Outcome: Convert a business problem into a draft project charter that the learner reviews and improves.

Deliverable: Validated project charter + short note on corrections made.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

03 Project Planning and Scope Management

Topics: Approved charter; Major deliverables; Known exclusions; Team or resource limits.

Outcome: Use AI to generate scope ideas and a work breakdown structure, then validate the project boundaries.

Deliverable: Revised scope statement and validated WBS.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

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Modules 4 to 6

04 Stakeholder Management and Relationship Building

Topics: Stakeholder list; Influence and interest levels; Concerns or expectations; Preferred channels.

Outcome: Use AI to assess stakeholder needs and draft a communication strategy that the learner adapts professionally.

Deliverable: Validated stakeholder map and communication plan.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

05 Project Communication Management

Topics: Project context and objective; Known facts and constraints; Relevant stakeholders; Available project information.

Outcome: Prepare and validate a project communication plan.

Deliverable: Reviewed project communication management exercise + notes on corrections and validation.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

06 Project Risk Management

Topics: Project scope and constraints; Schedule pressure; Quality expectations; Known dependencies.

Outcome: Use AI to brainstorm risks, quality concerns, causes, impacts, and responses before entering them into the risk register.

Deliverable: Validated risk register and quality checklist.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

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Modules 7 to 9

07 Project Quality Management

Topics: Project context and objective; Known facts and constraints; Relevant stakeholders; Available project information.

Outcome: Prepare quality criteria and a quality management plan.

Deliverable: Reviewed project quality management exercise + notes on corrections and validation.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

08 Project Execution, Monitoring and Control

Topics: Planned vs actual progress; Open issues; Upcoming milestones; Budget/schedule concerns.

Outcome: Turn project progress information into a concise status report with issues, risks, decisions, and next actions.

Deliverable: Reviewed project status report.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

09 Leadership Fundamentals

Topics: Conflict or performance issue; Stakeholder role; Desired outcome; Communication constraints.

Outcome: Practice a difficult project conversation and reflect on tone, listening, accountability, and next steps.

Deliverable: Leadership reflection and action plan.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

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Modules 10 to 12

10 Strategic Project Leadership

Topics: Decision to be made; Available options; Constraints and benefits; Strategic priorities.

Outcome: Use AI to compare options and prepare an executive recommendation for a project decision.

Deliverable: Validated executive decision brief.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

11 Agile Project Management

Topics: Product or service need; User groups; Features requested; Definition of done.

Outcome: Use AI to draft user stories, acceptance criteria, backlog items, and a sprint goal, then refine for clarity.

Deliverable: Refined backlog sample and sprint goal.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

12 Project Closure, Evaluation and Lessons Learned

Topics: Final outcomes; Successes and issues; Change history; Stakeholder feedback.

Outcome: Use AI to organize closure information, identify lessons learned, and create improvement recommendations.

Deliverable: Closeout summary and lessons learned register.

Time: 45 minutes video, 50-55 minutes practice and 50-55 minutes AI work, plus the module quiz.

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Assessment and learner support

Orientation and quizzes

Allow 20-30 minutes for portal navigation, course requirements, responsible AI, privacy, validation and support. Pass the five-question orientation at 80% and acknowledge the Responsible AI Policy before AI exercises. Module quizzes require at least 70%.

Capstone rubric and review

Choose the traditional or software project pathway. Submit completed templates, supporting evidence and an AI-use summary explaining what you verified and corrected.

The reviewer considers: project definition and objectives; appropriate planning and delivery tools; risk and stakeholder decisions; responsible AI use and validation; and the clarity and completeness of evidence. Each area is scored out of 20; approval requires 70/100 overall and at least 10/20 in every area. See www.digital-trainingacademy.com/capstone-rubric.html.

One initial review and one resubmission are included in the full-program price. Feedback identifies strengths and required revisions. Submit the complete updated file set for a revision and explain your changes. Check the portal for the current feedback target or ask Team DTA for your expected review date. Request additional coaching separately.

Silver and Gold certificates

Silver requires the module's Core, Practice, reviewed AI exercise and passed quiz. Gold requires all 12 modules, orientation and an approved capstone. Issued certificates have public verification. DTA certificates do not constitute external accreditation or PMP certification.

Professional development and PDU reporting

DTA has prepared an initial module topic mapping to Ways of Working, Power Skills and Business Acumen. Qualifying minutes and PDU allocations remain under review. Estimated course effort is not an awarded PDU total. Retain actual activity dates and learning evidence. Your student portal provides a learning activity record with saved progress and issued certificate references.

Guidance and module mapping:
www.digital-trainingacademy.com/professional-development.html

Getting help

Contact digitaltraining@genesis-datasolutions.com with your module number and activity. Requests can be submitted anytime, with a response within 24 hours. This response target is separate from capstone assessment time. Do not email passwords or confidential project information.

Website: www.digital-trainingacademy.com

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