

Course ID  
**PROJMGT1**  
Course Duration  
**1 day**  
PDUs  
**7 PDUs**

Course Title  
**Overview of Project Management**

**Related Courses**

- Project Management Fundamentals (PROJMGT2, 2 days)
- Software Project Management (SWPM, 2 days)
- Quality Management (QUALMGT, 3 days)
- Controlling Project Risk: Managing Threats and Promoting Opportunities (RISK, 3 days)
- Controlling Change to Scope and Requirements (CONTROL, 2 days)
- Building and Controlling Project Budgets (PROJBUDG, 2 days)
- Strategic Analysis and Planning Workshop (STRAT1, 1-2 days)

**Aimed At**

This course is ideal for functional managers, project team members, key project stakeholders, and anyone with project responsibility who needs a basic understanding of core project management practices.

**Group Size**

5 to 35

**Prerequisites**

This course assumes minimal experience with project work.

**Course in a Nutshell**

This course provides a full day of practical training in fundamental project management concepts and techniques. Participants are taught standard vocabulary and then shown how projects are designed, executed and controlled. They are shown techniques for scope definition and control, schedule and budget development, status reporting, risk management, procurement, communication techniques and more. The importance of delivering long-term project value is a recurring theme in this course. The course format includes a mixture of lecture, group discussions and short exercises. In clear and simple language, this course explains what it takes to bring a project to a successful conclusion.

**Customize It!**

- ***Do you need a good overview of the formal PM approach?*** This course presents an end to end description of how projects are defined, planned and executed.
- ***Have you identified specific problems with project delivery in your organization?*** The content of this class can be delivered with special emphasis on the topics of greatest concern to you.
- ***Are you a manager, executive, or sales person whose work includes responsibility for project success?*** Take this course and gain an overall perspective of what it takes for projects to be successful.

**Course Topics:**

- Project and product lifecycles
- Purpose of every project: Realization of business value
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing effective estimates
- Defining and managing scope, schedule and budget
- Project procurement
- The communication strategy
- Resource planning
- Quality
- Managing project risk
- Status reports
- Change control
- Lessons learned

**Course  
Outline****Project Structure**

- Sources of project success and failure
- Project vocabulary
- The project environment
- Project and product life cycle
- Creating value after the project

**Project Planning**

- The project charter
- Defining scope: Requirements and the WBS
- Developing the project schedule
- Resource planning
- Project budget
- The communication strategy
- Quality
- Managing project risk
- Planning for business value

**Execution and Control**

- Procurement
- Status reports
- Change control
- Controlling cost

**Successful Conclusion**

- Contract closure
- Administrative closure
- Lessons learned
- Celebration

**How You Will  
Learn**

- A highly experienced instructor will use interactive lecture format, short exercises, group discussions and other techniques to drive home the essential points of this course.
- We will build on whatever project experience you have while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

*Revision*

*f-2TDnt*