

Course ID
PROJMGT2
Course Duration
2 days
PDUs
14 PDUs

Course Title
Project Management Fundamentals

Related Courses

- Effective Project Management (PROJMGT3, 3 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 new project managers, functional managers, project team members and key project stakeholders. It can also provide a quick but in-depth look at project management practice for anyone with project responsibility.

Group Size

5 to 25

Prerequisites

This course assumes minimal experience with project work.

Course in a Nutshell

This course provides two days of practical, hands-on training in core project management concepts and techniques. The course extends PMBOK® concepts with supplemental, field-proven best practices that are effective in any project. You are shown how to write a convincing project charter, establish project control through careful scope definition and management, report status, eliminate issues through risk management, control costs, promote great communication, and more. The importance of planning for post-project value is emphasized throughout this course. The format includes a mixture of lecture, numerous exercises, and group discussions. All participants return to their workplace better equipped to bring their projects to a successful conclusion.

Customize It!

- ***Are you new to project management?*** Would you like to put the experience you have in the context of a formal PM approach? This course presents a practical approach to defining projects and then taking them through the entire project lifecycle to a successful finish. Take home a whole new set of tools and techniques.
- ***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 learn what you can do to ensure that your projects get off to a strong start and complete with the successful delivery you need.

Course Topics:

- Product and project lifecycles
- The project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing estimates you can live with
- Defining and controlling scope, schedule and budget
- Establishing effective communication
- Resource planning
- Putting quality into the product
- Managing project risk
- Effective status reports
- Taking control of change
- Controlling cost
- Project close

**Course
Outline**

Project Structure

- Defining Project and Project Management
- The Project Environment
- Sources of Project Success and Failure
- Project and Project Lifecycles
- PM Methodologies
- The Project Charter

Project Planning

- Stakeholder Identification
- Defining Scope: Requirements and the WBS
- Developing the Project Schedule
- Resource Planning
- Procurement
- Project Budget
- The Communication Strategy
- Delivering Quality
- Managing Project Risk

Execution and Control

- Status Reports
- Working with Baselines
- Change Control

- Controlling Cost

Successful Conclusion

- Contract Closure
- Administrative Closure
- Lessons Learned

How You Will Learn

- A highly experienced instructor will use interactive lecture format, numerous 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

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