

Course ID
PROJMGTS
Course Duration
5 days
PDUs
35 PDUs

Course Title
Foundation in Project Management

Related Courses

- Advanced Project Management for the Experienced Practitioner (ADVPM, 4 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)
- Cost Reduction: Opportunities and Strategies (COSTRED, 2 days)

Aimed At

This course will be of special value to project managers and team leaders who want a solid, guiding PM framework; experienced project managers who want to add to their toolkit of tools and techniques; functional managers with project responsibility who want a deeper understanding of project management principles; and Project Management Office staff.

Group Size

5 to 25

Prerequisites

This course assumes some prior experience with project management, either as project manager or as team lead.

Course in a Nutshell

This course delivers practical, hands-on training in essential project management concepts and techniques that every project manager must know. While based on PMBOK® concepts, all topics are supplemented with field-proven best practices that are effective in any project setting. Students are shown how to define and structure a project, define scope and develop requirements, create an effective schedule, identify and manage risk, control costs, deliver meaningful status reports and more. This course shows participants how to optimize the Business Value that is realized after project delivery. The format is truly multimodal, with a mixture of interactive lecture, numerous hands-on exercises and simulations, and group discussions. Whether new to Project Management or building on existing skills, participants will return to their workplace better equipped to bring their projects to a successful conclusion.

Customize It!

- ***Have you identified specific problems with project delivery in your organization?*** The content of this course can be delivered with special emphasis on the topics of greatest concern to your group.
- ***Are you a project manager who would like to go beyond the standard project management curriculum?*** This course presents a practical approach to resolving many of our most persistent problems in project management. Take home a whole new set of tools and techniques.
- ***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 completes with the successful delivery you need.

Course Topics:

- Sources of project success and failure
- Product and project lifecycles
- Managing the project for realization of Business Value
- The project environment
- Standard project management vocabulary and concepts
- Using a charter to get the project off to a good start
- Identifying and analyzing stakeholders
- Providing useful estimates
- Defining scope, schedule and budget
- Resource planning
- Procurement
- Establishing effective communication
- Putting quality into the product
- Proactive risk management
- Testing project deliverables
- Effective status reports; Earned Value
- Managing the team
- Managing stakeholders and vendors
- Taking control of change
- Organizational adoption
- Planning and managing Transition
- Project close

Course Outline Project Structure

- Sources of Project Success and Failure
- Defining Project and Project Management
- The Project Environment
- Roles in the Project
- Project and Project Lifecycles
- The Importance of Business Value
- PM Methodologies

Project Initiation

- Where Projects Come from: Enterprise Analysis
- The Business Case
- The Project Charter
- Stakeholder Identification
- Establishing Preliminary Scope Boundaries
- Defining Project and Business Objectives
- Viewing the Project as an Investment
- Project Selection Criteria
- Developing Useful Estimates
- Project Flexibility

Project Planning

- Defining Scope
- Importance of the WBS
- The Requirements Engagement
- Developing Correct and Complete Requirements
- Developing the Project Schedule
- Resource Planning
- Procurement and Contracts
- Project Budget
- Setting Project Baselines
- The Communication Strategy
- Defining Quality to Fit Business Value
- Proactive Management of Threats and Opportunities

Execution and Control

- Monitoring Project Work
- Delivering Useful Status Reports
- Project Metrics and Earned Value
- Using a Project Performance Baseline
- Forecasting Project Outcomes
- Taking Control of Project Change
- Managing Project Baselines
- Managing Stakeholders and Vendors
- Managing the Team
- Organizational Adoption
- Testing Project Deliverables
- Controlling Cost

Successful Conclusion

- Planning and Managing Transition
- Preparing the Customer for Delivery

- Contract Closure
- Administrative Closure
- Measuring Project Success
- Lessons Learned
- Celebration
- Review of Critical Success Factors

How You Will Learn

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, and other techniques to drive home the essential points of this course.
- You have the option of using your own, ongoing project as the focus of class exercises. As a result, not only do you gain experience with the tools, but you also learn more about your project.
- We will build on your prior experience in this topic, 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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