

Course Outline | Project Management Fundamentals

1 day(s)

Owners

Students will learn the basics of project management.

Benefits

Students will become familiar with the basic techniques for planning and controlling a project.

Target Student

Students should be new to project management and/or about to take on the management of a project.

This is an introduction to the basic principles of project management.

Prerequisites

None

Course Outline

The Project Management Life Cycle

- What is a project?
- The project management life cycle
- The role of the project manager
- Setting Up for Success

Setting Up for Success

- The Meaning of Success
- The Initiation Phase
- Project Definition and Scope
- Putting together a Statement of Work
- The Project Charter

The Project Team

- The Teamwork Challenge
- Selecting Team Members
- The Team Charter

Risk Management

- Project Risk

Project Plans

- The Work Breakdown Structure
- Work Package Sequencing

The Project Schedule

- The Scheduling Process
- Time Estimates

The Project Budget

- What is a Budget?
- Creating a Preliminary Budget
- Budget and Schedule Balancing

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Project Tracking and Control

- Moving the Project Forward
- Monitoring for Project Progress
- Earned Value Analysis
- Getting Back on Track

Communications Overview

- Project Performance Reports
- Project Change Requests

Project Close-Out

- Elements of Close-Out
- Evaluation of people and projects