

## **Project Management Overview**

### **Course Summary**

#### **Description**

This workshop 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 learn about scope definition and management, status reporting, risk management, cost control, communication techniques and much more. The format includes a mixture of short exercises, group discussions and lecture. In clear and simple language, this course explains what it takes to bring a project to a successful conclusion.

#### **Objectives**

At the end of this course, students will be able to:

- Discover a vocabulary and framework that lends structure and perspective to the experience they already have.
- Reinforce primary concepts used to manage a project.
- Avoid many of the problems that project teams most often encounter.
- Understand concepts that can make you more effective in almost any work that you do.

#### **Topics**

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing effective estimates
- Defining and managing scope, schedule and budget
- The Communication Strategy
- Resource Planning; Quality
- Managing Project Risk
- Status Reports
- Change Control
- Controlling cost
- Lessons Learned

#### **Audience**

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

#### **Prerequisites**

This course assumes minimal experience with project work. No prior PM training is required.

#### **Duration**

One day

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### **Course Outline**

#### **I. Project Structure**

- A. Sources of project success and failure
- B. Project vocabulary
- C. The project environment
- D. Project life cycle
- E. The project charter
- F. Project objectives and Business Value

#### **II. Project Planning**

- A. Defining scope - Requirements and the WBS
- B. Developing the project schedule
- C. Resource Planning
- D. Project budget
- E. The communication strategy
- F. Quality
- G. Managing project risk

#### **III. Execution and Control**

- A. Status reports
- B. Change control
- C. Controlling cost
- D. Controlling scope

#### **IV. Successful Conclusion**

- A. Contract closure
- B. Administrative closure
- C. Lessons Learned
- D. Celebration