Project Management Fundamentals – One Day

Course Summary

Description

This course will emphasize basic principles of project management, as well as, practical application of tools and techniques. Interactive demonstration of PM processes will utilize case studies, in-class exercises, discussions and sample templates. Group exercises and a "workshop" approach to learning supplement a lecture-based review of PM best practices. Learning objectives are applicable to a wide range of project types, such as, manufacturing, supply chain, IT, operations support, regulatory or government projects and business improvement initiatives.

Objectives

At the end of this course, students will understand the basic principles of project management.

Topics

- Foundational: Concepts
- Project Initiation
- Project Planning
- Scope
- Schedule
- Cost

- Human Resources
- Risk Management
- Project Execution
- Project Monitoring and Control
- Project Closing

Audience

Project staff involved with planning, project support and execution of project work. The course is designed mainly for participants with little to moderate project management experience and background.

Prerequisites

There are no prerequisites for this course.

Duration

One Day

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Course Outline

I. Foundational Concepts
- A. Building a Common Language
- B. The "Project Matrix" Environment
- C. The PM "Triple Constraint"
- D. Team Formation and "Case Study" Selection

II. Project Initiation
- A. Business Case and the Project Statement of Work (PSOW)
- B. Project Charter and Stakeholder Analysis

III. Project Planning
- A. The "Project Management Plan"

IV. Scope
- A. Scope and Requirements Definition
- B. Creating and Using the WBS

V. Schedule
- A. Schedule Development
- B. Network Diagrams and the Gantt Chart

VI. Cost
- A. Cost Estimating and Budgeting
- B. Estimating Tools & Techniques

VII. Human Resources
- A. RACI Chart
- B. Team Development

VIII. Risk Management
- A. Risk Identification
- B. Risk Analysis & Response Planning
- C. Risk Register

IX. Project Execution
- A. Interpersonal Skills: Management and Leadership
- B. Communication Management

X. Project Monitoring & Control
- A. Performance Reporting
- B. Change Control
- C. Quality Management: QC Tools

XI. Project Closing
- A. "The Forgotten Phase"
- B. Lessons Learned: Creation and Dissemination
- C. Project Closure Checklist