

Project Management Fundamentals

Course Summary

Description

Management teams commission projects to answer business needs and fulfill strategy. Put simply: successful projects are crucial to an organization's growth and financial well-being. But projects can be difficult, with project failure an all too common occurrence. For example, Information Technology project failure rates approach 30% (Standish Group). This is simply unacceptable. We need a robust project management approach that will ensure successful delivery and provide the long-term project value that we need.

Project Management Fundamentals builds on our one-day PM course with additional hands-on training in core project management concepts and techniques. The course extends PMBOK concepts with supplemental, field-proven best practices that are designed to overcome common sources of project failure. Participants are shown how to write a convincing project charter, establish project control through careful scope definition and management, develop a comprehensive schedule and budget, report project status, minimize issues through proactive risk management, control costs and more. The importance of planning for post-project value (Project Value Management) 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.

Objectives

After taking this course, students will be able to understand:

- Sources of project success and failure
- Product and project lifecycles
- Purpose of every project: Realization of Business Value
- Identifying, analyzing and managing stakeholders
- Providing estimates that work for you
- Project Charter: Building a strong project foundation
- Defining scope, schedule and budget
- Resource planning
- Planning for procurement
- Establishing effective communication
- Planning for long-term project value
- Building quality into deliverables
- Containing scope creep with effective change control
- Minimizing issues through proactive risk management
- Keeping management informed: status reports and forecasts
- Delivering the goods: Planning and executing an effective Transition
- Administrative and contract closure
- Lessons Learned

Topics

- Introduction
- Project Initiation
- Project Planning
- Execution and Control
- Successful Conclusion

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Course Summary (cont'd)

Audience

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.

Prerequisites

This course assumes minimal experience with project work.

Duration

Two days
14 PDUs

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Course Outline

- I. Introduction**
 - A. Sources of project success and failure
 - B. The project environment
 - C. Essential PM Concepts
 - D. Project and product lifecycles
 - E. Creating value after the project: Project Value Management
 - F. PM Methodologies
- II. Project Initiation**
 - A. Use and benefits of the Project Charter
 - B. Identifying, analyzing and managing stakeholders
 - C. Project constraints: keeping scope, time and cost in balance
 - D. Creating useful estimates of time and cost
 - E. Building a strong project foundation
- III. Project Planning**
 - A. Defining Scope: Requirements and the WBS
 - B. Scheduling and the Critical Path
 - C. Resource planning: choosing the right team
 - D. Budgeting and procurement
 - E. Using deliverables quality to drive Business Value
 - F. Strategies for effective project communication
 - G. Minimizing issues with proactive risk management
 - H. Setting project baselines
 - I. Planning for long-term project value
- IV. Execution and Control**
 - A. Building deliverables
 - B. Status reports and forecasts
 - C. Preventing scope creep: Tools and methods of change control
 - D. Controlling cost and schedule
 - E. Managing project baselines
 - F. Transition: deployment to the customer
- V. Successful Conclusion**
 - A. Executing the Business Value plan
 - B. Contract and administrative closure
 - C. Lessons Learned and continual improvement