

PROJECT MANAGEMENT COURSE OVERVIEW

Project management skills have become a recognized and valuable asset in today's business environment. Although no one can learn project management in a day, this workshop will introduce you to the standards, tools, and techniques of successful project management. It will highlight key project management principles including: Scope Planning, the Work Breakdown Structure, Activity Sequencing, Schedule Development, Budget Creation and Control, Quality Principles, and Risk Management.

The course will also briefly address the "soft skills" of a successful project manager: the roles of project participants; how to identify and manage the variables or constraints in your organization; and the importance of developing and using a communication plan to keep project stakeholders informed and engaged. The Project Management Institute's (PMI®) terminology and processes & knowledge areas are covered in consistency with "A Guide to the Project Management Body of Knowledge (PMBOK Guide®)."

Basic course outline:

Project Management Framework – Brief Review

- Definition of a Project
- The Project Life Cycle
- Organizational Influences
- Project Stakeholders and Roles
- The Project Manager
- The Project Team
- Ethics

Project Management Processes

- Key Processes and Interactions
- Introduction to PM Knowledge Areas
- Major Project Documents

Project Integration and Scope Management

- Project Initiation and Project Charter
- Scope Planning and Definition
- Creating a Work Breakdown Structure
- Scope Verification and Control

Time Management Overview

- Activity Definition and Sequencing
- Resource Estimating
- Activity Duration Estimating
- Project Schedule Development and

Control

Cost Management

- Cost Estimating
- Procurement – Make or Buy
- Cost Budgeting and Cost Control

Principles of Quality Management

- Quality Planning
- Quality Assurance
- Quality Control

Human Resources and Communications Planning

- Developing a Communications Plan
- Stakeholder Management

Risk

- Identifying Project Risk
- Qualitative and Quantitative Risk Analysis
- Risk Response Planning

