

Project Management: Fundamentals

Length:

1 day

Description:

Project Management Fundamentals is an overview of the basics of project management and conceptual skills a student needs in order to use any project management software application effectively. It provides the theory and core methodology you will need to be successful at managing projects or participate on project teams.

Course Objectives:

- Gain knowledge of a project manager's role in each phase of the Project Management Life Cycle.
- Understand elements of a Risk Management Plan.
- Examine basic project success criteria and common reasons for project failure.
- Become skilled at planning and sequencing project activities.
- Study the Work Breakdown Structure and the Network Logic Diagram.
- Study the Critical Path for completing a project on schedule.
- List and discuss the cost elements that should be included in a project budget.
- Discover techniques for controlling deviation from budgets and schedules.
- Learn the elements of project management communications and reporting tools.
- Learn the key activities of project close-out.

Audience:

Students who wish to learn how to use project management techniques to plan, organize, control, document and close out their projects successfully and with minimum risk.

Prerequisites:

Working knowledge of computer operating system is recommended.

Chapter 1: The Project Management Life Cycle

- What is a Project?
- The Project Management Life Cycle
- The Role of the Project Manager

Chapter 2: Setting Up for Success

- The Meaning of Success
- What Happens in the Initiation Phase?
- Project Definition and Scope
- Putting Together a Statement of Work
- The Project Charter

Chapter 3: The Project Team

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

Chapter 4: Risk Management

- Project Risk

Chapter 5: Project Plans

The Work Breakdown Structure
Work Package Sequencing

Chapter 6: The Project Schedule

The Scheduling Process
Time Estimates

Chapter 7: The Project Budget

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

Chapter 8: Project Tracking and Control

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

Chapter 9: Project Reports

Communications Overview
Project Performance Reports
Project Change Requests

Chapter 10: Project Close-out

Elements of Close-out
Evaluation of People and Projects