Project Management Fundamentals Day

Length: 1 days

Format: Classroom

Time: Day

About This Course

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes.

Required Exams

Audience Profile

This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course.

Course Objectives

Upon successful completion of this course, students will be able to:

* Identify the key processes and requirements of project management.
* Initiate a project.
* Plan for time and cost.
* Plan for project risks, communication, and change control.
* Manage a project.
* Execute the project closeout phase.

Outline

Lesson 1: Getting Started with Project Management

Topic 1A: Describe a Project

Topic 1B: Describe the Project Management Life Cycle

Topic 1C: Identify the Role of a Project Manager

Lesson 2: Initiating a Project

Topic 2A: Determine the Scope of a Project

Topic 2B: Identify the Skills for a Project Team

Topic 2C: Identify the Risks to a Project

Lesson 3: Planning for Time and Cost

Topic 3A: Create a Work Breakdown Structure

Topic 3B: Sequence the Activities

Topic 3C: Create a Project Schedule

Topic 3D: Determine Project Costs

Lesson 4: Planning for Project Risks, Communication, and Change Control

Topic 4A: Analyze the Risks to a Project

Topic 4B: Create a Communication Plan

Topic 4C: Plan for Change Control

Lesson 5: Managing a Project

Topic 5A: Begin Project Work

Topic 5B: Execute the Project Plan

Topic 5C: Track Project Progress

Topic 5D: Report Performance

Topic 5E: Implement Change Control

Lesson 6: Executing the Project Closeout Phase

Topic 6A: Close a Project

Topic 6B: Create a Final Report