

BUSINESS SKILLS

PROJECT MANAGEMENT



PROJECT MANAGEMENT: FUNDAMENTALS

Format:

Instructor-led, group-paced, classroom-delivery (including “virtual” electronic classroom) learning model with structured minds-on and hands-on activities.

Course Length: 1 Day
Course Description

This course overviews the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams.

This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.

Course Objective:

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

Target Student:

Students enrolling in this course should be planning to lead a project (primary audience) or serve on a project team (secondary audience).

Hardware/Software Requirements

A Windows-based computer.

- 1 GB of RAM.
- A minimum of 71 MB of available hard drive space.

Performance-Based Objectives

- Discuss the phases of the Project Management Life Cycle and a project manager's role in each phase.
- List and discuss basic project success criteria and common reasons for project failure.
- Discuss techniques for setting up a strong project team.
- List and discuss elements of a Risk Management Plan.
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure and the Network Logic Diagram.

PREREQUISITE EXPERIENCE:

To ensure student success, it is recommended that the students participate in the following courses:

*Windows XP/
Vista - Level 1*

You may find the following courses beneficial:

*Project Management:
Professional
Certification*



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Performance-Based Objectives (con't)

- Identify the Critical Path for completing a project on schedule.
- List and discuss the cost elements that should be included in a project budget.
- Discuss techniques for controlling for deviation from budgets and schedules.
- Discuss key elements of project management communications and reporting tools.
- Discuss key activities of project close-out.

Course Content

Lesson 1: The Project Management Life Cycle

- Topic 1A: What is a Project?
- Topic 1B: The Project Management Life Cycle
- Topic 1C: The Role of the Project Manager

Lesson 2: Setting Up for Success

- Topic 2A: The Meaning of Success
- Topic 2B: What Happens in the Initiation Phase?
- Topic 2C: Project Definition and Scope
- Topic 2D: Putting Together a Statement of Work
- Topic 2E: The Project Charter

Lesson 3: The Project Team

- Topic 3A: The Teamwork Challenge
- Topic 3B: Selecting Team Members
- Topic 3C: The Team Charter

Lesson 4: Risk Management

- Topic 4A: Project Risk

Lesson 5: Project Plans

- Topic 5A: The Work Breakdown Structure
- Topic 5B: Work Package Sequencing

Lesson 6: The Project Schedule

- Topic 6A: The Scheduling Process
- Topic 6B: Time Estimates

Lesson 7: The Project Budget

- Topic 7A: What is a Budget?
- Topic 7B: Creating a Preliminary Budget
- Topic 7C: Budget and Schedule Balancing

Lesson 8: Project Tracking and Control

- Topic 8A: Moving the Project Forward
 - Topic 8B: Monitoring for Project Progress
 - Topic 8C: Earned Value Analysis
 - Topic 8D: Getting Back on Track

Lesson 9: Project Reports

- Topic 9A: Communications Overview
- Topic 9B: Project Performance Reports
- Topic 9C: Project Change Requests

Lesson 10: Project Close-out

- Topic 10A: Elements of Close-out
- Topic 10B: Evaluation of People and Projects