Project Management Fundamentals

Duration: 1 Day

Course Description: 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.

Target Student: 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.

Performance-Based Objectives

- 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.

Getting Started with Project Management

- Describe a Project
- Describe the Project Management Life Cycle
- Identify the Role of a Project Manager

Executing the Project Closeout Phase

- Close a Project
- Create a Final Report

Initiating a Project

- Determine the Scope of a Project
- Identify the Skills for a Project Team
- Identify the Risks to a Project

Planning for Time and Cost

- Create a Work Breakdown Structure
- Sequence the Activities
- Create a Project Schedule
- Determine Project Costs

Planning for Project Risks, Communication, and Change Control

- Analyse the Risks to a Project
- Create a Communication Plan
- Plan for Change Control

Managing a Project

- Begin Project Work
- Execute the Project Plan
- Track Project Progress
- Report Performance
- Implement Change Control