

PROJECT MANAGEMENT FUNDAMENTALS (24hr)



Project management is being increasingly recognized as a vital skill-set for many management positions, not just those with the title of “project manager”. This course provides a solid introduction to project management concepts, tools, and techniques. You will discuss projects from your own organization, and review tools and templates we use every day to manage real projects.

Who should take this course?

This course is for anyone interested in learning about formal project management techniques, including project managers, project team members, functional managers, and senior managers.

Course Objectives

By the end of the course you will be able to:

- Understand the language and structure of the Project Management Institute’s Body of Knowledge.
- Better prioritize your projects.
- Understand the value of project charter documents.
- Consider the impact of the environment or context in which your projects occur on your planning processes.
- Develop work breakdown structures to better define your projects.
- Develop network diagrams that model how your project will be executed.
- Schedule your project and identify the critical path for your project.
- Use various tools and reports to improve project communications.
- Build resource information and cost information on top of your project plans.
- Run better project status meetings.
- Better estimate your project costs and durations.
- Identify, prioritize, and manage, project risks.
- Track issues and action items in a more systematic manner.
- Update your project plans on a regular basis.
- Measure how your project is progressing.
- Work with schedule delays and modify the project plan appropriately to minimize their impact.

Course Content

Day One

- What is a Project?
- What is Project Management?
- Where did Project Management Come From?
- What’s Driving the Need for Project Management?
- The Project Manager
- The Project Management Institute (PMI)
- The Project Management Body Of Knowledge (PMBOK)
- The Nine Knowledge Areas
- Project Management Phases
- Project Balance
- The Role of the Project Manager
- A Simplified Project Management Process
- Assemble Team
- Define Project Scope
- Work Breakdown Structures (WBS)
- Develop an Initial Plan
- Network Diagrams / Precedence Diagrams
- Add Resources, Costs, Risks Etc.
- Obtain Stakeholder Buy-In
- Publish The Plan
- Collect Progress Information
- Analyze Current Status
- Adjust The Plan, and Manage Project Change
- Close Project
- Organizational Considerations
- The Project Office
- Functional Manager's Role
- The Role of Project Sponsors

*“Awesome presentation—exceeded my attendance objectives.”
“Very knowledgeable and experienced instructor.”*

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Day Two

- Project Repository
- Project Initiation
- Project Charters
- Planning Concepts
- Planning Processes
- Planning Considerations
- Project Stakeholders
- Stakeholder Management
- Phase-exit Reviews
- Project Scope
- Work Breakdown Structures
- Rolling Wave Planning
- WBS Checklist
- Advantages of Developing a WBS
- Organizational Planning
- Roles and Responsibility Assignments
- Network Diagrams
- Activity Relationships
- Network Diagram Principles
- Milestones
- Network Templates
- Estimating Durations
- Project Review and Evaluation Technique (PERT)
- Estimating Resource Requirements
- Schedule Development
- The Importance of Total Float
- Duration Compression - Crashing and Fast Tracking
- Reporting the Project Schedule
- Gantt Charts
- Cost Estimating Techniques
- Accuracy of Estimates
- Pricing

Day Three

- Project Plans
- Status Review Meetings
- Status Meeting Agendas
- Meeting Minutes
- Project Reviews
- Phase-exit Reviews
- Tracking Issues and Action Items
- Issue Resolution
- Project Control Processes
- Baselines
- Schedule Control
- Collecting "Actuals"
- "Actuals" Collection Strategies
- Corrective Action
- Resource Leveling
- Cost Budgeting
- S-Curves
- Earned Value
- Cost Control
- Cost Tracking
- Quality Planning
- Project Quality Management
- PMI's Approach to Quality
- What is a Risk ?
- Risk Identification
- Qualitative Risk Analysis
- Probability-Impact Matrix
- Risk Response Planning
- Change Management
- Work Authorization System
- Communication Planning
- Communication Management Plan
- Example Reports
- Common Project Pitfalls

Course Details

- **Length** 24 hours
- **Credits** 24 Professional Development Units (PDUs)
- **Prerequisites** None
- **Format** Classroom environment - no computers required.
- **Style** Instructor-led, using PowerPoint presentations, facilitated discussions, individual and group exercises.
- **Availability** On-site at your location and select public locations.

Project Management Institute Registered Education Provider

As an approved Project Management Institute (PMI®) Registered Education Provider (REP®), we are authorized to issue Category Three Professional Development Units (PDU) for credit toward meeting the Continuing Certification Requirements (CCR) of the Project Management Professional (PMP®) certification. While PMPs may earn PDU credits from other categories of learning activities, only Category Three PDUs are accepted without question in audits of CCR records. PMPs may also report a Key Consulting course using PMI's convenient online system, rather than having to provide fax or paper documentation.