

PROJECT MANAGEMENT FUNDAMENTALS (PMF)

COURSE OVERVIEW

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.

TARGET COMPETENCIES

- After completing this course, students will be able to develop a solid understanding of the fundamentals of project management and its underlying structure and elements, including project phases, project life cycles, stakeholders, and areas of expertise. These, coupled with the ability to identify the project management processes that are recognized industry-wide as good practice, will help them to apply effective project management techniques to improve the efficiency of their projects and ensure their success.

TARGET AUDIENCE

Anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can benefit from this course.

COURSE OBJECTIVES

In this course, students will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

They 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.
- Execute, manage, and control a project.

COURSE METHODOLOGY

A variety of methodologies will be used, including brief presentations, discussions, individual and group exercises.

COURSE OUTLINE

LESSON 1: GETTING STARTED WITH PROJECT MANAGEMENT

- Topic A: Identify the Characteristics of a Project
- Topic B: Identify the Project Management Life Cycle
- Topic C: Identify the Role of a Project Manager

LESSON 2: INITIATING A PROJECT

- Topic A: Determine the Scope of a Project
- Topic B: Identify the Skills for a Project Team
- Topic C: Identify the Risks to a Project

LESSON 3: PLANNING FOR TIME & COST

- Topic A: Create a WBS
- Topic B: Sequence the Activities
- Topic C: Create a Project Schedule
- Topic D: Determine Project Costs

LESSON 4: PLANNING FOR PROJECT RISKS, COMMUNICATION, AND CHANGE CONTROL

- Topic A: Analyze the Risks to a Project
- Topic B: Create a Communication Plan
- Topic C: Plan for Change Control

LESSON 5: MANAGING A PROJECT

- Topic A: Begin Project Work
- Topic B: Execute the Project Plan
- Topic C: Track Project Progress
- Topic D: Report Performance
- Topic E: Implement Change Control

LESSON 6: CLOSING THE PROJECT

- Topic A: Close a Project
- Topic B: Create a Final Report

To register or for complete course information

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