

Project Management Fundamentals

Course Length: 2 Days / 14 PDUs

Course Description:

This seminar provides an introduction to Project Management and the core concepts and best practices used in this discipline. During the course, project management “best practices” will be introduced, and put into context through various exercises, scenarios and case studies. ***The course is designed as a practical workshop, and learning by doing is a key component.*** As such, class participants will be asked to work on sample “projects” and be assigned deliverables to produce within a specified time frame. After each exercise, a review will be conducted offering comments and suggestions for improvement.

Attendee Profile:

Project Team Members, Project Leaders, Team Leaders, Project Managers, Line of Business Coordinators, Business Analysts and anyone who is responsible for the delivery of projects in a cross-functional environment is a candidate for this program.

Course Goals:

- Develop a foundation in core project management concepts.
- Apply project management tools and techniques to managing real-world projects.
- Discover and apply proven project risk management processes.
- Develop a plan for managing project communications.
- Learn how to adapt your leadership style to match the development stage of the project team.
- Learn practical tips and ideas that can be applied in a team-based environment.

Course Outline:

Day 1

1. Introduction

Session Overview

What is a Project?

Exercise – Project Success vs. Project Disappointments

Related Definitions

Where do projects come from?

Portfolio Management

Goals of Project Management

Exercise – Problems that could be solved using a Project Management approach

2. The Project Management Framework

Role of the Project Manager

The Triple Constraint

How Do You Define Success?

What is Quality?

Product vs. Process Quality

Quality Planning

Sample Project - Case Study

3. Project Planning

Project Scope Statement

Exercise – Plan the scope for the team project

Work Breakdown Structure (WBS)

Product-oriented WBS

Project Management Fundamentals

Process-oriented WBS
Steps for decomposing a project

***Exercise – Create a WBS for the assigned section(s) of the Course
Case Study***

Day 2

Developing the Schedule
Activity Lists

Exercise – Develop the Activity List

Project Schedule Network Diagram
Gantt Charts

Exercise – Schedule Development

4. Project Risk Management

Project Risk
Risk Management – A Structured Approach
Identify Risks
Assessing Risk

Exercise – Risk Scenario

Plan Risk Responses
Risk Monitoring
Risk Control
Issues and Issue Management

5. Project Communication Management

Plan Communications
Communications Planning Table

Exercise – Communications Planning

Calculating Variance
Meeting Guidelines
Team Development

6. Project Closure

Lessons Learned
Course Summary
Course Review