



Project Management Fundamentals

Obtain a hit-the-ground-running knowledge base necessary to get a project moving quickly and successfully. Whether you are a project manager, a project leader or simply responsible for overseeing projects in your organization, this workshop is for you. In this three-day workshop you will learn how to effectively manage a project from beginning to end. The processes, tools, and techniques in this workshop are based on the Project Management Institute (PMI) best practices.

Objectives

- Understand basic project management terms and concepts.
- Know the five project management process groups and nine project management knowledge areas.
- Learn how to justify the project and create a project charter.
- Develop and document the scope of work for the project.
- Practice decomposing the project work by creating a Work Breakdown Structure.
- Discover how to sequence project work using sequencing tools.
- Learn how to estimate activity effort, duration, and costs for project work.
- Establish project schedules and timelines, and identify critical path.
- Discover how to perform human resource planning for projects.
- Learn how to plan purchases and acquisitions.
- Distinguish approaches for identifying and managing project risks.
- Review progress and status reports to monitor the project work.
- Identify variances and trends as they are happening to the project.
- Implement corrective action to counteract variances.
- Learn how to use the change control process and when to re-baseline the project.
- Plan how to complete the project work and how to effectively close out phases and projects.

Course outline provided upon request.

Workshop Materials & Structure

This is a hands-on interactive workshop with a 60/40 balance between activities and lecture. The workshop is facilitator-led and supported by dynamic PowerPoint presentations, hands-on case study exercises, and large and small group discussions. Emphasis is placed on learning skills that can be transferred rapidly to the workplace with a healthy dose of fun thrown in to keep participants enthused and engaged.

All participants will receive:

- Course materials in a 3-ring binder
- A disc of project management templates for use outside the classroom
- Case study solutions and handouts
- Ballpoint pen
- Certificate of Completion
- 21 PDUs (category 4)

Highlighters and pencils will be provided for the participants to use throughout the workshop. Participants simply need to bring an open mind and a willingness to participate.