Project Management Fundamentals

2017-18

Duration: 2-5 days

Accreditations: 14-35 PDUs / 16-40 CPEs

Course Description:
This course teaches the basic concepts, approaches, and techniques for planning and managing projects. All functional areas of project management are discussed including concepts and definitions, the project lifecycle, and the construction of a project plan. A process for planning projects is used as a framework for this course and each step is described in detail so participants learn how to build a complete project plan. Tasks for managing a project’s launch, delivery, and close are presented, as well as information on tracking and updating a project’s progress. This course is available in a variety of configurations and delivery may be customized for 2-5 days in length depending on your business needs.

Audience: Team leads and managers at all levels 8-16

Course Topics and Content:
- Project Planning Concepts
- Requirements Management
- Work Breakdown Structures
- Estimating Concepts
- Schedule Development
- Risk Management
- Cost Management
- Communications Management
- Quality Management
- Project Launch
- Project Metrics
- Project Delivery and Control
- Project Close

Course Outcomes:
Upon completion, attendees will have the ability to
- Explain basic project management concepts and terminology
- Describe a process for planning projects
- Identify PM tools and techniques to assist in planning and managing projects
- Build a project plan for a case study project
- Discuss various estimating objectives and concepts including time and cost estimates
- Describe the process for launching and closing a project
- Evaluate project progress and recommend corrective actions
- Update a project plan as the project progresses
- To apply these new skills to workplace challenges