

Project Management Fundamentals

Duration: 2 days

Overview:

This course is a primer on the basics of Project Management. Students will learn how to use Project Management techniques to plan, organise, control, document and close out their projects successfully and with minimum risk.

Pre-requisites:

Some project management experience is helpful, but not required.

Lesson 1: The Project Life Cycle

- What is a Project?
- The Project Management Life Cycle
- The Role of the Project Manager

Lesson 2: The Project Phases

- Project Life Cycle Overview
- List the Project Phases
- The Project Environment
- Project Constraining Factors

Lesson 3: The Initiation Phase

- Project Concept Definition
- The Statement of Work
- Team Building Basics
- The Project Charter

Lesson 4: The Planning Phase

- The Work Breakdown Structure
- Work Packaging Sequences
- Tasks Relationships Types

Lesson 5: The Project Schedule

- The Scheduling Basics
- Task Time Vs Duration of Effort
- Scheduling Methods

Lesson 6: The Project Budget

- The Budgeting Process
- Budgeting Problems
- Creating a Preliminary Budget

Lesson 7: The Project Team

- What is a Project Team?
- Methods used to select Team Members
- The Team Charter

Lesson 8: The Project Risk

- Definition of Risks
- Sources of Risks
- Risk Ranking and Assessing
- Risks Management Approaches

Lesson 9: The Implementation Phase

- The Implementation Phase Elements
- Project Baselineing
- Schedule Variances

Lesson 10: The Project Reports

- Project Communication Plan
- Evaluation of People and Projects

Lesson 11: Close Out Phase

- Close Out Phase Elements
- Final Report