

Project Management Fundamentals: (Second Edition)

Course Length: 1 Day

Course Description

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. In this course, you will identify effective project management practices and their related processes.

Course Objective: You will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

Target Student: This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course.

Prerequisites: To ensure your success, it is recommended that you first take the following Element K courses: Word 2000, Word 2002, Word 2003, or Microsoft® Office Word® 2007: Level 1; or have equivalent knowledge. Some on-the-job experience in participating in managed projects would be preferable.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students 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.
- Manage a project.
- Execute the project closeout phase.

Course Content

- 1. Getting Started with Project Management**
 - Describe a Project
 - Describe the Project Management Life Cycle
 - Identify the Role of a Project Manager
- 2. Initiating a Project**
 - Determine the Scope of a Project
 - Identify the Skills for a Project Team
 - Identify the Risks to a Project
- 3. Planning for Time and Cost**
 - Create a Work Breakdown Structure
 - Sequence the Activities
 - Create a Project Schedule



- Determine Project Costs
- 4. Planning for Project Risks, Communication, and Change Control**
 - Analyze the Risks to a Project
 - Create a Communication Plan
 - Plan for Change Control
 - 5. Managing a Project**
 - Begin Project Work
 - Execute the Project Plan
 - Track Project Progress
 - Report Performance
 - Implement Change Control
 - 6. Executing the Project Closeout Phase**
 - Close a Project
 - Create a Final Report

