

Effective Project Management Fundamentals

Length: 1 Day

Summary: Project Management: Fundamentals overviews the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams. This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.

COURSE CONTENT

THE PROJECT MANAGEMENT LIFE CYCLE

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

SETTING UP FOR SUCCESS

- What Happens in the Initiation Phase?
- The Meaning of Success
- Project Definition and Scope
- Putting Together a Statement of Work
- The Meaning of Success
- Exercise: Writing a Project Objective Statement

THE PROJECT TEAM

- The Teamwork Challenge
- The Team Charter
- Project Stakeholders
- Managing by Influence
- Exercise: Dream Trip

PROJECT SCOPE

- Project Definition and Scope
- The Work Breakdown Structure
- Exercise: Create a WBS

THE PROJECT SCHEDULE

- The Scheduling Process
- Work Package Sequencing

- Exercise: Create a Gantt Chart

THE PROJECT BUDGET

- What is a Budget?
- Creating a Preliminary Budget
- Budget and Schedule Balancing

RISK MANAGEMENT

- Project Risk
- Exercise: Brainstorming Threats and Opportunities

PROJECT TRACKING AND CONTROL

- Moving the Project Forward
- Monitoring for Project Progress
- Getting Back on Track
- Earned Value Analysis "Lite"
- Exercise: Basic Earned Value Calculations

PROJECT REPORTS

- Communications and Collaboration Overview
- Project Performance Reports
- Project Change Requests

PROJECT CLOSE-OUT

- Elements of Close-out
- Evaluation of People and Projects
- Class Close Out: Q&A