

Introduction to Project Management

Overview

Length: 1 Day

Course Description: This 1-day, instructor-led course provides students with an overview of critical project management knowledge and teaches them skills in basic project management, in an environment that is both conducive to learning and fun. The format combines instructor presentations with interactive class exercises and one-on-one mentoring to ensure maximum retention of the Project Management fundamentals needed on the job. The new skills can be applied immediately, allowing students to become more effective in their day-to-day project management responsibilities.

After completing this course, students will be able to:

- Internalize project management concepts
- Describe the project management process and its benefits
- Use project management vocabulary and terminology
- Identify the characteristics of a successful project
- Identify and perform the major aspects of project initiation, project control, and close-out

Prerequisites

This course is ideal for individuals responsible (or soon to be responsible) for managing, leading, coordinating and/or working on projects who have limited experience or knowledge of formal project management methods and would like to improve their project management skills. Among those who can benefit from this course include:

- Members of process and performance improvement teams
- Technical service and support staff
- Sr. Managers interested in learning more about project management and the value it can provide their organization
- Administrators and managers responsible for coordinating, facilitating or managing projects and programs
- Technical professionals and engineers moving into project leadership and coordination positions
- Marketing, training, and technical writing professionals

Outline

Foundation Concepts

- Value of Project Management
- Project, Program and Portfolio Management
- Project Management Roles
- Project Life Cycle
- Overview of Major Aspects of Project Management

Scope and Requirements Management

- Documenting Scope / Requirements
- Work Breakdown Structures
- Scope Creep
- Change Control

Scheduling

- Identifying and Dependencies
- Estimation (Duration vs. Effort and PERT)
- Baselining and Allocation of Resources
- Critical Path Method

Risk Management

- Planning for Risk
- Identification and Management

Communications Management

- Stakeholder Identification and Frequency of Communications
- Escalations and Steering Committees
- Issues and Risks