

Project Management Fundamentals

Overview

Length: 2 Days

Course Description: This 2-day, instructor-led course teaches students how to develop and practice critical project management skills in an environment that is both conducive to learning and fun. The format combines instructor presentations with interactive team 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
- Leverage leadership and communication techniques that may be applied right away
- Describe the project management process and its benefits
- Use project management vocabulary and terminology
- Identify the characteristics of a successful project
- Create typical project management artifacts
- Identify and perform the major aspects of project initiation, project control, and close-out

Course Includes:

- A copy of “A Guide to the Project Management Body of Knowledge (PMBOK), 4th Edition” book
- A copy of “The Standard for Enterprise Project Management” book
- Instruction from an experienced and certified Project Management Professional (PMP®)
- Eligibility for PMP® certification holders to claim 14 PDUs for attending this course.
- Eligibility for non-PMP® certification holders to claim 14 “contact hours” good toward the 35 required in order to sit for the PMP® exam.

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
- 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
- Project Life Cycle
- Scope Management
- Risk Management
- Estimating and Scheduling
- Budgeting
- Critical Path Method
- Communications Management
- Execution & Project Control
- Team Dynamics and Conflict Management
- Project Closing
- Collaboration & Organizational Change
- Quality Management
- Procurement Management