Effective Project Management Fundamentals

Length: 1 Day

Summary: This course 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

1: THE PROJECT MANAGEMENT LIFE CYCLE
- What is a Project?
- The Project Management Life Cycle
- The Role of the Project Manager

2: SETTING UP FOR SUCCESS
- The Meaning of Success
- What Happens in the Initiation Phase?
- Project Definition and Scope
- Putting Together a Statement of Work
- The Project Charter

3: THE PROJECT TEAM
- The Teamwork Challenge
- Selecting Team Members
- The Team Charter

4: RISK MANAGEMENT
- Project Risk

5: PROJECT PLANS
- The Work Breakdown Structure
- Work Package Sequencing

6: THE PROJECT SCHEDULE
- The Scheduling Process
- Time Estimates

7: THE PROJECT BUDGET
- What is a Budget?
- Creating a Preliminary Budget
- Budget and Schedule Balancing

8: PROJECT TRACKING AND CONTROL
- Moving the Project Forward
- Monitoring for Project Progress
- Earned Value Analysis
- Getting Back on Track

9: PROJECT REPORTS
- Communications Overview
- Project Performance Reports
- Project Change Requests

10: PROJECT CLOSE-OUT

- Elements of Close-out