

PM 101: 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

1: THE PROJECT MANAGEMENT LIFE CYCLE

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

2: SETTING UP FOR SUCCESS

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

3: THE PROJECT TEAM

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

4: PROJECT SCOPE

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

5: THE PROJECT SCHEDULE

- The Scheduling Process
- Work Package Sequencing
- Exercise: Create a Gantt Chart

6: THE PROJECT BUDGET

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

7: RISK MANAGEMENT

- Project Risk
- Exercise: Brainstorming Threats and Opportunities

8: PROJECT TRACKING AND CONTROL

- Moving the Project Forward
- Monitoring for Project Progress
- Getting Back on Track
- Earned Value Analysis “Life”
- Exercise: Basic Earned Value Calculations

9: PROJECT REPORTS

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

10: PROJECT CLOSE-OUT

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