

# PROJECT MANAGEMENT FUNDAMENTALS (24hr)



Project management is being increasingly recognized as a vital skill-set for many management positions, not just those with the title of “project manager”. This course provides a solid introduction to project management concepts, tools, and techniques. You will discuss projects from your own organization, and review tools and templates we use every day to manage real projects.

## *Who should take this course?*

This course is for anyone interested in learning about formal project management techniques, including project managers, project team members, functional managers, and senior managers.

## *Course Objectives*

By the end of the course you will be able to:

- Understand the language and structure of the Project Management Institute’s Body of Knowledge.
- Better prioritize your projects.
- Understand the value of project charter documents.
- Consider the impact of the environment or context in which your projects occur on your planning processes.
- Develop work breakdown structures to better define your projects.
- Develop network diagrams that model how your project will be executed.
- Schedule your project and identify the critical path for your project.
- Use various tools and reports to improve project communications.
- Build resource information and cost information on top of your project plans.
- Run better project status meetings.
- Better estimate your project costs and durations.
- Identify, prioritize, and manage, project risks.
- Track issues and action items in a more systematic manner.
- Update your project plans on a regular basis.
- Measure how your project is progressing.
- Work with schedule delays and modify the project plan appropriately to minimize their impact.

## *Course Content*

### **Day One**

- What is a Project?
- What is Project Management?
- Where did Project Management Come From?
- What’s Driving the Need for Project Management?
- The Project Manager
- The Project Management Institute (PMI)
- The Project Management Body Of Knowledge (PMBOK)
- The Nine Knowledge Areas
- Project Management Phases
- Project Balance
- The Role of the Project Manager
- A Simplified Project Management Process
- Assemble Team
- Define Project Scope
- Work Breakdown Structures (WBS)
- Develop an Initial Plan
- Network Diagrams / Precedence Diagrams
- Add Resources, Costs, Risks Etc.
- Obtain Stakeholder Buy-In
- Publish The Plan
- Collect Progress Information
- Analyze Current Status
- Adjust The Plan, and Manage Project Change
- Close Project
- Organizational Considerations
- The Project Office
- Functional Manager's Role
- The Role of Project Sponsors

*“Awesome presentation—exceeded my attendance objectives.”  
“Very knowledgeable and experienced instructor.”*

**Call 1-866-PM-ASSIST today or visit us at [WWW.CONSULTING.KY](http://WWW.CONSULTING.KY)**





### Day Two

- Project Repository
- Project Initiation
- Project Charters
- Planning Concepts
- Planning Processes
- Planning Considerations
- Project Stakeholders
- Stakeholder Management
- Phase-exit Reviews
- Project Scope
- Work Breakdown Structures
- Rolling Wave Planning
- WBS Checklist
- Advantages of Developing a WBS
- Organizational Planning
- Roles and Responsibility Assignments
- Network Diagrams
- Activity Relationships
- Network Diagram Principles
- Milestones
- Network Templates
- Estimating Durations
- Project Review and Evaluation Technique (PERT)
- Estimating Resource Requirements
- Schedule Development
- The Importance of Total Float
- Duration Compression - Crashing and Fast Tracking
- Reporting the Project Schedule
- Gantt Charts
- Cost Estimating Techniques
- Accuracy of Estimates
- Pricing

### Day Three

- Project Plans
- Status Review Meetings
- Status Meeting Agendas
- Meeting Minutes
- Project Reviews
- Phase-exit Reviews
- Tracking Issues and Action Items
- Issue Resolution
- Project Control Processes
- Baselines
- Schedule Control
- Collecting "Actuals"
- "Actuals" Collection Strategies
- Corrective Action
- Resource Leveling
- Cost Budgeting
- S-Curves
- Earned Value
- Cost Control
- Cost Tracking
- Quality Planning
- Project Quality Management
- PMI's Approach to Quality
- What is a Risk ?
- Risk Identification
- Qualitative Risk Analysis
- Probability-Impact Matrix
- Risk Response Planning
- Change Management
- Work Authorization System
- Communication Planning
- Communication Management Plan
- Example Reports
- Common Project Pitfalls

### Course Details

- **Length** 24 hours
- **Credits** 24 Professional Development Units (PDUs)
- **Prerequisites** None
- **Format** Classroom environment - no computers required.
- **Style** Instructor-led, using PowerPoint presentations, facilitated discussions, individual and group exercises.
- **Availability** On-site at your location and select public locations.

### Project Management Institute Registered Education Provider

As an approved Project Management Institute (PMI®) Registered Education Provider (REP®), we are authorized to issue Category Three Professional Development Units (PDU) for credit toward meeting the Continuing Certification Requirements (CCR) of the Project Management Professional (PMP®) certification. While PMPs may earn PDU credits from other categories of learning activities, only Category Three PDUs are accepted without question in audits of CCR records. PMPs may also report a Key Consulting course using PMI's convenient online system, rather than having to provide fax or paper documentation.