PROJECT MANAGEMENT PRINCIPLES (16hr)

key consulting

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, applied, introduction to project management principles. Participants discuss projects from their own organizations, 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 class you will be able to:

- Understand the different areas of project management, and how they are interrelated.
- Understand the language and structure of the Project Management Institute's Body of Knowledge.
- Understand the value of project charter documents.
- Consider project environment when your planning your project.

- Develop work breakdown structures to better define your projects.
- Develop network diagrams to model how your project will be executed.
- Schedule your project and identify the critical path.
- Use various tools and reports in improve project communications.
- Run better project status meetings.
- Better estimate your 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 project progress.
- Work with schedule delays and modify the project plan appropriately to minimize their impact.

Course Content

- What Is Project Management?
- The Project Management Institute (PMI)
- PMBOK Knowledge Areas
- Project Life Cycles
- Process Group Descriptions
- Project Balance
- The Role Of The Project Manager
- Organizational Considerations
- A Simplified PM Process

- The Role Of Project Sponsors
- Assembling The Team
- Stakeholder Management
- Defining Project Objectives
- Project Charters
- Defining Project Scope
- Work Breakdown Structures (WBS)
- Network Diagrams
- Estimating Durations
- Scheduling

- The Importance Of Total Float
- Gantt Charts
- Phase-Exit Reviews
- Tracking Issues And Action Items
- Project Risk Management
- Risk Identification
- Risk Analysis
- Risk Response Planning
- Publishing The Plan
- Collecting Progress Information

- Keys To A Successful Status Meeting
- Analyzing Current Status
- Fast Tracking And Crashing
- Adjusting The Plan, And Managing Project Change
- Close Project
- Portfolio Management
- Project Communications
- Project Management Software
- Common Project Pitfalls
- Further Reading

Course Details

- **Length** 16 hours.
- **Format** Classroom environment. No computers.
- **Prerequisites** None.

- **Style** Instructor-led, using PowerPoint presentations, facilitated discussions, individual and group exercises.

Call 1-866-PM-ASSIST today or visit us at WWW.CONSULTING.KY

PMI Registered Education Provider® | **Project Management Institute**

Project Management Training

If your organization has identified the need for project management training, you are not alone. Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager.

Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and templates we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management theory training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment and on-site basis. From time to time we also offer classes not listed here, so please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related training.

- **Introduction to Project Management (4 hours)**
- **Project Management Introduction for Smaller Organizations (4 hours)**
- **Project Management Introduction (1 day)**
- **Project Management Principles (2 days)**
- **Project Management Fundamentals (3 days)**
- **Project Management Foundation Course (7 days)**
- **CAPM Certification Review (5 days)**
- **PMP Certification Review (5 days)**
- **Building High Performance Project Teams (1 day)**
- **Using Microsoft Project to Plan and Execute your Projects (2 days)**

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.

Key Consulting Inc.

Key Consulting works with, and trains, organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you :

- Improve the quality of your project planning and tracking
- Quickly capture the complexity of your projects
- Provide higher visibility of your critical tasks
- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the national Project Management Institute (PMI®).