

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.

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 best practices 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.

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.
- Discuss the advantages of different life cycle approaches.
- Understand the value of project charter documents.
- Identify and engage stakeholders more effectively.
- 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 project and reduce the likelihood of missed scope.
- Develop network diagrams that model how your project will be executed.
- Schedule your project and identify the critical path.
- Use various tools and reports to improve project communications.
- Add resource and cost information to your plans.
- Run better project status meetings.
- Better estimate your project costs and durations.
- Identify, prioritize, respond to, 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 your project plan appropriately to minimize their impact.

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.

“Awesome presentation—exceeded my attendance objectives.”

“...well thought out, and will be useful to my job.”

“Good course—nicely organized.”

“Very knowledgeable and experienced instructor.”



Course Content - Day One

- What is a Project?
- What is Project Management?
- What's Driving the Need for Project Management?
- Project Management Institute (PMI)
- The Project Management Body Of Knowledge (*PMBOK Guide*®)
- The Ten Knowledge Areas
- The Five Process Groups
- Predictive Project Life Cycles
- Adaptive (Agile) Life Cycles
- Tailoring
- The Role of the Project Manager
- Project Balance
- Organizational Considerations
- The Project Management Office
- The Role of Project Sponsors
- A Simplified Project Management Process
- Project Charters

Course Content - Day Two

- Progressive Elaboration
- Stakeholders
- Identify Stakeholders
- Power-Interest Grid
- Stakeholder Management
- Phase Gate Reviews
- Define Project Scope
- Work Breakdown Structures
- Rolling Wave Planning
- WBS Checklist
- Project Resource Management
- Assignment Matrix
- Network Diagrams
- Estimating Durations
- Analogous Estimating
- Parameter Estimating
- 3-Point Estimating
- Develop Schedule
- Critical Path Scheduling
- The Importance of Total Float
- Schedule Optimization
- Reporting the Project Schedule
- Gantt Charts
- Estimate Costs
- Common Estimating Themes
- Types of Costs
- Contingency Reserves
- Accuracy of Estimates
- Why do Plans Fail?

Course Content - Day Three

- Management Plans
- Baselines
- Project Management Plan
- Successful Status Review Meetings
- Status Meeting Agenda
- Meeting Notes
- Tracking Issues and Action Items
- Control Schedule
- Collecting "Actuals"
- "Actuals" Collection Strategies
- Control Costs
- Cost Tracking
- PMI's Approach to Quality
- Customer Satisfaction
- Prevention over Inspection
- Management Responsibility
- Quality Management Plan
- What is a Risk ?
- Identify Risks
- Qualitative Risk Analysis
- Plan Risk Responses
- Contingency Plans
- Risk Register
- Monitor Risks
- Change Management
- Project Communication Management
- Close Project or Phase
- Portfolio Management
- Next Steps

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 to successfully complete projects, 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®).

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