PROJECT MANAGEMENT FUNDAMENTALS

LENGTH
1 or 2 Days

FORMAT
Live

How do you manage the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this training will give you the tools and confidence you need to complete projects within cost, schedule, and resource constraints.

In the 1 Day module, you will gain a strong working knowledge of the basic concepts in project management.

LEARNING OUTCOMES
After taking this course, you should be able to:

- Apply project management tools and techniques to your current projects
- Improve the quality and efficiency of your project work and teamwork

COURSE OUTLINE (DAY 1)

Project Management Framework
- Project Management Terms & Concepts
- Project Roles
- Project Context
- Process Framework

Purposeful Planning
- Developing a Project Charter & Project Management Plan
- Directing Project Execution
- Monitoring & Controlling Project Work
- Performing Integrated Change Control

- Closing The Project/Phase

Scope Management
- Collecting Requirements
- Defining, Validating & Controlling Scope
- Creating Work Breakdown Structure (WBS)

Time Management
- Defining & Sequencing Activities
- Estimating Activity Resources & Duration
- Develop & Controlling The Schedule

Cost Management
- Estimating Costs
- Determining Budget
- Controlling Costs
- Project Performance Monitoring
- Earn Value Estimation

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In the 2 Day module, we will expand on the Day 1 learning to include advanced project management concepts and an interactive case study.

LEARNING OUTCOMES

After taking this course, you should be able to:

- Apply project management tools and techniques to your current projects
- Improve the quality and efficiency of your project work and teamwork

COURSE OUTLINE (DAY 2)

Communications Management
- Managing & Controlling Communications

Quality Management
- Performing Quality Assurance
- Controlling Quality
- Quality vs. Grade

Risk Resource Management
- Identifying Risks
- Performing Qualitative & Quantitative Risk Analysis
- Planning Risk Responses
- Controlling Risks

Human Resources Management
- Acquiring A Project Team
- Developing The Project Team
- Managing The Project Team

Group Exercise
- Project Management Case Study