Foundations of Project Management

Credits 2.1 CEUs / 21 PDUs   3 Days

Course Description:
In today's dynamically changing business environment projects are initiated under tighter budgetary, resource and time constraints than ever before. This seminar focuses on the core project management skills required to manage any project and will provide the attendees with proven "real life" tools and techniques applied to a case study. This course is compliant with the PMBOK® Guide Fourth Edition.

Attendee Profile:
Project Leaders, Team Leaders, Project Managers, Line of Business Coordinators, who are responsible for the delivery of projects in a cross-functional environment.

Prerequisites:
To ensure your success, we recommend participants have some working knowledge or experience in working in a project environment.

Course Goals:
- Develop a foundation in core project management concepts.
- Apply core project management concepts to managing projects.
- Discover and apply project management tools and techniques applicable to each phase of a project's Life Cycle.

Course Outline:

Unit 1 – Introduction
          Course Goals
          Student Introductions
          Class Objectives
          Class Materials
          Class Norms

Unit 2 – The Project Management Framework
          What is a Project?
          Project Objectives
          The Triple Constraint
          What is Project Management?
          Role of the Project Manager
          Program Management/Portfolio Management
          Role of the PMO
          Phases and Life Cycles
          What is a Process?
          PMBOK Processes, Process Groups and Knowledge Areas

Unit 3 – Concept Phase
          Building a Business Case
          Project Stakeholders
          Project Initiation
          The Project Charter
          The Project Scope Statement

Key components of Charter/Scope Statement
Project Objectives
Project Approach
Product Scope Description
Project Requirements
Project Boundaries
Project Deliverables
Product Acceptance Criteria
Assumptions/Constraints
Summary Schedule
Summary Budget
Initial WBS
Initial Defined Risks
Approvals

Unit 4 – Development Phase
Defining Project Scope
The Work Breakdown Structure
Developing the Schedule
  Activity List
  Activity Sequencing
  Duration/Resource Estimating
  Schedule Development
  Schedule Compression
Developing the Budget
Project Quality Management
Project Communications Planning
Project Risk Management
The Performance Measurement Baselines

Unit 5 – Construction Phase
Executing Processes
Perform Quality Assurance/Quality Control
Team Development
Monitoring Project Progress
Controlling variance
Risk Monitoring and Control
Integrated Change Control

Unit 6 – Installation Phase
Acceptance of project deliverables
Transition of project's product
Transitioning the Project team

Unit 7 – Maintenance/Support Phase
Post-Implementation Reviews
Process Improvements
Enhancements

Unit 8 – Project Closeout
Closing out a project
Contract closure
Administrative Closure
Project Archives
Gathering Lessons Learned
Course Closure