Project Management Fundamentals

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

At this point in a participant's professional development, they are ready to take on the responsibility for managing projects. Participants can manage a project by developing a solid understanding of the fundamentals of project management and its underlying structure and elements, including project phases, project life cycles, stakeholders, and areas of expertise. These, coupled with the ability to identify the project management processes that are recognized industry-wide as good practice, will help them to apply effective project management techniques to improve the efficiency of their projects and ensure their success. In this course, participants will identify effective project management practices and their related processes.

Target Audience

This course is intended for:

- Individuals who manage projects on an informal basis.
- Individuals who are considering a career path in project management and desiring a complete overview of the field and its generally accepted practices.

Prerequisites

To attend this course, candidates must have:

- Completed a Microsoft® Office Word 2016: Part 1 course or equivalent knowledge.

<div align="center">**OR**</div>

- Some on-the-job experience in participating in managed projects.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Identify the key processes and requirements of project management.
- Initiate a project.
- Plan for time and cost.
- Plan for project risks, communication, and change control.

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Course Objectives *Continued*

- Execute, manage, and control a project.
- Close a project.

Course Topics

Module 1: Getting Started with Project Management

- Identify the Characteristics of a Project
- Identify the Project Management Life Cycle
- Identify the Role of a Project Manager

Module 2: Initiating a Project

- Determine the Scope of a Project
- Identify the Skills for a Project Team
- Identify the Risks to a Project

Module 3: Planning for Time and Cost

- Create a WBS
- Sequence the Activities
- Create a Project Schedule
- Determine Project Costs

Module 4: Planning for Project Risks, Communication, and Change Control

- Analyse the Risks to a Project
- Create a Communication Plan
- Plan for Change Control

Module 5: Managing a Project

- Begin Project Work
- Execute the Project Plan
- Track Project Progress
- Report Performance
- Implement Change Control

Module 6: Closing the Project

- Close a Project
- Create a Final Report

ACTIVITIES INCLUDED