Target Student:
Students enrolling in this course should be planning to lead a project (primary audience) or serve on a project team (secondary audience).

Prerequisites:
To ensure your success, we recommend you have some working knowledge of your computer's operating system.

Benefits:
Students will learn how to use project management techniques to plan, organize, control, document, and close out their projects successfully and with minimum risk.

Performance-Based Objectives:
Upon successful completion of this course, students will be able to:

- Discuss the phases of the Project Management Life Cycle and a project manager's role in each phase.
- List and discuss basic project success criteria and common reasons for project failure.
- Discuss techniques for setting up a strong project team.
- List and discuss elements of a Risk Management Plan.
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure and the Network Logic Diagram.
- Identify the Critical Path for completing a project on schedule.
- List and discuss the cost elements that should be included in a project budget.
- Discuss techniques for controlling for deviation from budgets and schedules.
- Discuss key elements of project management communications and reporting tools.
- Discuss key activities of project close-out.

Course Content
Lesson 1: The Project Management Life Cycle
Topic 1A: What is a Project?
Topic 1B: The Project Management Life Cycle
Topic 1C: The Role of the Project Manager

Lesson 2: Setting Up for Success
Topic 2A: The Meaning of Success
Topic 2B: What Happens in the Initiation Phase?
Topic 2C: Project Definition and Scope
Topic 2D: Putting Together a Statement of Work
Topic 2E: The Project Charter

Lesson 3: The Project Team
Topic 3A: The Teamwork Challenge
Topic 3B: Selecting Team Members
Topic 3C: The Team Charter
Lesson 4: Risk Management
Topic 4A: Project Risk

Lesson 5: The Project Team
Topic 5A: The Work Breakdown Structure
Topic 5B: Work Package Sequencing

Lesson 6: The Project Schedule
Topic 6A: The Scheduling Process
Topic 6B: Time Estimates

Lesson 7: The Project Budget
Topic 7A: What is a Budget?
Topic 7B: Creating a Preliminary Budget
Topic 7C: Budget and Schedule Balancing

Lesson 8: Project Tracking and Control
Topic 8A: Moving the Project Forward
Topic 8B: Monitoring for Project Progress
Topic 8C: Earned Value Analysis
Topic 8D: Getting Back on Track

Lesson 9: Project Reports
Topic 9A: Communications Overview
Topic 9B: Project Performance Reports
Topic 9C: Project Change Requests

Lesson 10: Project Close-out
Topic 10A: Elements of Close-out
Topic 10B: Evaluation of People and Projects