

# Project Management Fundamentals



## **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

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## **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