

# Project Management (PM)

## Project Management Basics - 1/2 Day

This half-day workshop is designed to give participants the basic skills and tools necessary to manage projects through successful completion. It provides an overview of the project management process and how to avoid common pitfalls that will typically emerge throughout the process without the proper precautions. Based on a case study, the participants complete exercises on practical project management, using project management best practices.

### Learning Objectives

- Employ core project management tools
- Understand the Triple Constraint
- Prepare project scope statement
- Perform stakeholder analysis
- Divide a project into manageable activities
- Develop a project schedule
- Manage scope changes
- Create a communication plan

### Topics & Content

- Understanding why projects fail
- Stakeholder management grid
- Life cycle phases
- Project scope statement
- Breaking down work packages
- Activity relationships
- Network diagramming
- Critical path
- Developing a viable schedule
- Case study and other exercises
- Project management tools and techniques

### Course Information

#### Duration

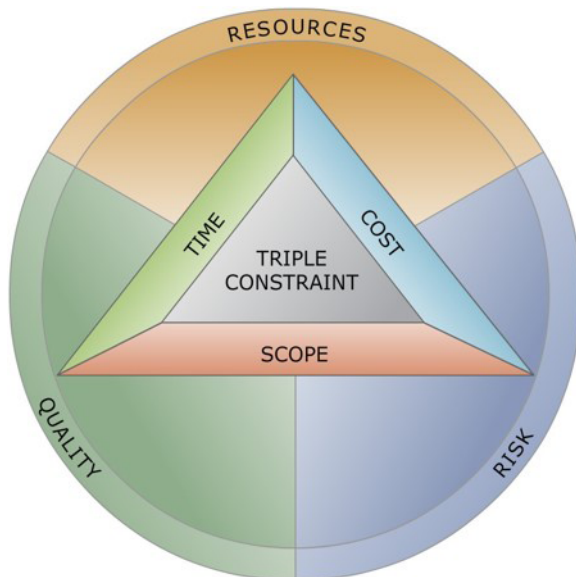
1/2 day

#### Audience

Anyone interested in PM  
Managers of Project Managers

#### Accreditations

PMI: 4 PDUs



***“Step-by-step intro to PM was extremely clear, easy to follow, and provided great insight into the world of PM.”***