

Project Management (PM)

Project Management Fundamentals - 3 Days

Course Code: PM102

This workshop covers the full complement of sub-plans, methods and procedures that span the typical project life-cycle from initiation to project close. Designed to give the participant the skills and tools to consistently be an effective project manager, participants will examine the role of the project manager and their involvement in managing the life-cycle of a project through defining task, time management, scheduling, and resource allocation. Each of the ten PMI Knowledge Areas will be covered in the modules that will be presented to the workshop participants.

Learning Objectives

- Describe project planning concepts
- Identify and assess project requirements
- Create a Work Breakdown Structure
- Perform stakeholder analysis
- Develop a communication plan
- Employ risk analysis techniques
- Apply quality management techniques
- Discuss project metrics
- Manage project execution and control
- Identify project close procedures
- Launch a project

Topics & Content

- Life cycle phases
- Project management vocabulary
- Stakeholder management grid
- Communication plan
- Requirements management
- Work Breakdown Structure
- Precedence diagramming
- Project Network
- Critical path and "crashing"
- Schedule development
- Risk analysis and management
- Quality management tools
- PM metrics, tools and techniques
- Project delivery and control
- Project close best practices
- Case study and other exercises

Course Information

Duration

3 days

Audience

Novice project managers

Anyone interested in PM

Accreditations

PMI: 21 PDUs

NASBA: 24 CPEs

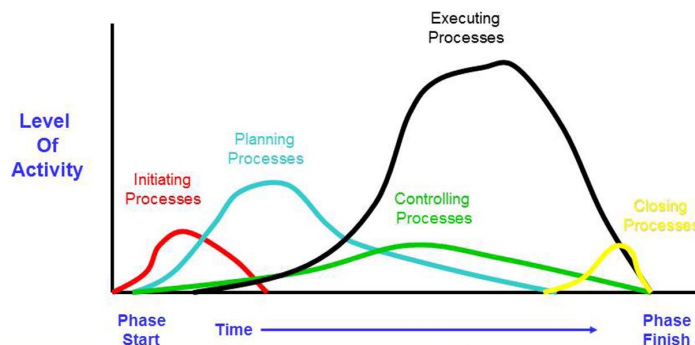
Nursing: 21 CEUs

OPM: 21 CLPs

OPM Competency: Customer Service

"I think it was a great workshop and the instructor was knowledgeable and helpful. The workshop is very beneficial."

Project Management
Project Processes



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