

## Overview of Project Management

### Course Overview

#### The Challenge

Within virtually every enterprise there is a growing understanding of just how crucial successful projects are to financial well-being. After all, our ability to reach Strategic Objectives largely depends on the success of our major initiatives. However, project success depends on participation at all levels of the organization. It is only through a shared understanding of how projects are defined, funded, planned and executed that we can regularly obtain the long-term value we need from our projects.

#### The Solution

*Overview of Project Management* provides a full day of practical training in critically important project management concepts and techniques. Participants are shown how to support selection of the best projects, obtain stakeholder buy-in to project goals and approach, create a project plan that is an effective guide to project action, prevent scope creep, minimize issues through proactive risk management, execute a successful project delivery and more. This course supplements PMBOK<sup>®</sup> concepts with a project approach that is designed to overcome common sources of project failure. The importance of maintaining a focus on the delivery long-term project value (Project Value Management) is a recurring theme. In clear and simple language, this course explains how to successfully complete a project that can deliver Business Value. Course topics include:

- Sources of project success and failure
- Project and product lifecycles
- Purpose of every project: Realization of Business Value
- Identifying, analyzing and managing stakeholders
- Project Charter: Supporting the work of project selection
- Defining scope, schedule and budget
- Project procurement
- Resource Planning
- The Communication Strategy
- Using change control and risk management to keep scope, time, and cost in balance
- Building quality into deliverables
- Keeping management informed: status reports and forecasts
- Delivering the goods: Planning and executing an effective Transition
- Using Project Close to lock in value

### Who should attend

This course is ideal for functional managers, project team members, key project stakeholders, and anyone with project responsibility who needs a basic understanding of core project management practices.

### Prerequisites

This course assumes minimal experience with project work.

## Related Courses

- For a more complete review of fundamental Project Management concepts see [Project Management Fundamentals](#)

## Course Information

- **Duration:** 1 day
- **Typical class size:** 6 to 40 attendees
- **Participants receive:**
  - PMP®-certified instruction
  - Comprehensive Participant Guide
  - Certificate of Participation
  - 7 PDU's / Contact Hours in project management education
- **Course I.D. Number:** 2010

## Course Outline

### *Section 1: Introduction*

- What is the source of project failure?
- What is the source of project success?
- Why IT projects are different
- Course blueprint

### *Section 2: Defining Project and Project Management*

- What is a project?
- What is project management?
- Programs and portfolios
- Other PM terminology
- IPECC
- PM methodology
- Stakeholders
- Impact of change

### *Section 3: The Project Initiation Phase*

- Definition and Purpose
- The Project Charter
- Use
- Content
- Benefits
- Stakeholder analysis
- Triple Constraint
- Estimation

### *Section 4: Managing Scope*

- Product versus Project Scope
- WBS
- Requirements process, types & tools
- Scope Control

### *Section 5: Schedule and Budget*

- Schedule
- Budget and procurement

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- Project Performance Baselines

### ***Section 6: Quality***

- Quality Control (QC)
- Quality Tools
- Requirements Traceability Matrix
- Quality Assurance (QA)
- Seven Steps to Project Quality

### ***Section 7: Managing Project Risk***

- Risk definition
- Work of risk management
- Sources of risk
- Risk Register
- Evaluating Risk
- Risk Response Planning
- Controlling Risk

### ***Section 8: Communication***

- Communication Planning
- Communication Tools
- Good Meeting Practice
- Document Control

### ***Section 9: Project Execution***

- Work of project execution
- Status reports
- Change control

### ***Section 10: Transition Planning***

- Business Value
- Blocks to Transition
- Transition Tools
- Transition Benefits

### ***Section 11: Project Close***

- Contract closure
- Administrative closure
- Lessons learned

This course includes 10 hands-on exercises and facilitated discussions. Course material is fully PMBOK® and BABOK® compliant.

## Learning Approach

- A highly experienced instructor will use interactive lecture format, short exercises, group discussions and other techniques to drive home the essential points of this material
- We will build on whatever project experience you have while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Participant Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

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### Customize it!

- *Do you have multiple audiences for this topic?* This course can be tailored to suit the specific learning requirements of executives and managers, project teams, project stakeholders and others.
- *Have you identified specific problems with project delivery in your organization?* The content of this class can be delivered with special emphasis on those topics of greatest concern.

### Why should I take this course?

- This course makes clear the importance of keeping realization of Business Value as a primary focus of the project.
- Project team members and stakeholders will discover a vocabulary and framework that lends structure and perspective to the experience they already have.
- All participants will find that the exercises in this course reinforce primary concepts used to manage a project.
- Take this course and learn how to avoid many of the problems that project teams most often encounter.

### Cost; Availability; Course Customization

Every course and workshop in our Project Training program is fully customizable. We can deliver the training program you need onsite or virtually, and at an attractive discount. Call us toll free in the US at 1.800.877.8129, or +1.919.495.7371 International.

### Licensing

This course is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and participant guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, see:

<http://www.cvr-it.com/CoursewareExpress/>

or contact us at [info@cvr-it.com](mailto:info@cvr-it.com)