

## Overview of Project Management

### Course Overview

#### **The Challenge**

Within virtually every enterprise there is 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. In parallel with this understanding is the realization that all levels of the organization must become conversant with the primary principles of project management. It is only through a shared understanding of how projects are chosen, funded, planned and executed that we can truly become proficient at achieving regular project success.

#### **The Solution**

This workshop provides a full day of practical training in fundamental project management concepts and techniques. Participants are taught standard vocabulary and then shown how projects are designed, executed and controlled. They learn about scope definition and management, status reporting, risk management, cost control, communication techniques and much more. The format includes a mixture of short exercises, group discussions and lecture. In clear and simple language, this course explains what it takes to bring a project to a successful conclusion. Topics covered include:

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing effective estimates
- Defining and managing scope, schedule and budget
- The Communication Strategy
- Resource Planning; Quality
- Managing Project Risk
- Status Reports
- Change Control
- Controlling cost
- Lessons Learned

### 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.

### Course Information

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

### Course Outline

#### *Project Structure*

- Sources of project success and failure
- Project vocabulary
- The project environment
- Project life cycle
- The project charter

#### *Project Planning*

- Defining scope - Requirements and the WBS
- Developing the project schedule
- Resource Planning
- Project budget
- The communication strategy
- Quality
- Managing project risk

#### *Execution and Control*

- Status reports
- Change control
- Controlling cost

#### *Successful Conclusion*

- Contract closure
- Administrative closure
- Lessons Learned
- Celebration

### 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.

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- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

### Why should I take this course?

- 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 and Availability

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

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

### 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 student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at

[info@cvr-it.com](mailto:info@cvr-it.com)