

Project Management Fundamentals

Course Overview

The Challenge

Project Management training can be all about passing an exam, but that does not necessarily help with the actual work at hand: managing projects. What we need is PM training that focuses on those concepts, tools and techniques that actually help us to get the job done. Where can we find such training?

The Solution

Project Management Fundamentals provides two days of practical, hands-on training in core project management concepts and techniques. The course extends PMBOK® concepts with supplemental, field-proven best practices that are effective in any project. Students are shown how to write a convincing project charter, establish project control through careful scope definition and management, report status, eliminate issues through risk management, control costs, promote great communication and much more. The format includes a mixture of exercises, group discussions, individual discovery and lecture. All participants will return to their workplace better equipped to bring their projects to a successful conclusion. Topics covered during this course include:

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing estimates you can live with
- Defining and managing scope, schedule and budget
- Establishing effective communication
- Resource planning
- Putting quality into the product
- Managing project risk
- Effective status reports
- Taking control of change
- Controlling cost
- Lessons Learned

Who should attend

This course is ideal for new project managers, functional managers, project team members and key project stakeholders. It can also provide a quick but in-depth look at project management practice for anyone with project responsibility.

Prerequisites

This course assumes minimal experience with project work.

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Course Information

- **Duration:** 2 days. Can be customized by request.
- **Typical class size:** 6 to 24 attendees
- **Participants receive:**
 - PMP®-certified instruction
 - Comprehensive Student Guide
 - CD packed with high quality Project Management templates
 - Certificate of Participation
 - 12 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 2015

Course Outline

Project Structure

- Defining Project and Project Management
- The Project Environment
- Sources of Project Success and Failure
- Project Life Cycle
- PM Methodologies
- 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; Working with baselines
- Change Control
- Controlling cost

Successful Conclusion

- Contract closure
- Administrative closure
- Lessons Learned
- Celebration

Learning Approach

- A highly experienced instructor will use interactive lecture format, hands-on exercises, group discussions, individual discovery and other techniques to drive home the essential points of this material

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- We will build on your project experience 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 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?

- New project managers will discover a vocabulary and framework that lends structure and perspective to the experience they already have.
- Project team members will find that the exercises in this course provide hands on experience with the primary techniques required to manage a project.
- All participants take home a set of tools and techniques to help them deal with all aspects of project planning and execution.
- 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