

Project Management Fundamentals

Course Overview

The Challenge

Management teams commission projects to answer business needs and fulfill strategy. Put simply: successful projects are crucial to an organization's growth and financial well-being. But projects can be difficult, with project failure an all too common occurrence. For example, Information Technology project failure rates approach 30% (Standish Group). This is simply unacceptable. We need a robust project management approach that will ensure successful delivery and provide the long-term project value that we need

The Solution

Project Management Fundamentals builds on our one-day PM course with additional hands-on training in core project management concepts and techniques. The course extends PMBOK[®] concepts with supplemental, field-proven best practices that are designed to overcome common sources of project failure. Participants are shown how to write a convincing project charter, establish project control through careful scope definition and management, develop a comprehensive schedule and budget, report project status, minimize issues through proactive risk management, control costs and more. The importance of planning for post-project value (Project Value Management) is emphasized throughout this course.

The format includes a mixture of lecture, numerous exercises, and group discussions. All participants return to their workplace better equipped to bring their projects to a successful conclusion. Course topics include:

- Sources of project success and failure
- Product and project lifecycles
- Purpose of every project: Realization of Business Value
- Identifying, analyzing and managing stakeholders
- Providing estimates that work for you
- Project Charter: Building a strong project foundation
- Defining scope, schedule and budget
- Resource planning
- Planning for procurement
- Establishing effective communication
- Planning for long-term project value
- Building quality into deliverables
- Containing scope creep with effective change control
- Minimizing issues through proactive risk management
- Keeping management informed: status reports and forecasts
- Delivering the goods: Planning and executing an effective Transition
- Administrative and contract closure
- Lessons Learned

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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.

Related Courses

For a more in-depth study of critical Project Management concepts see:

- [*Effective Project Management*](#)
- [*Foundation in Project Management*](#)

Course Information

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

Course Outline

I. Introduction

- Sources of project success and failure
- The project environment
- Essential PM Concepts
- Project and product lifecycles
- Creating value after the project: Project Value Management
- PM Methodologies

II. Project Initiation

- Use and benefits of the Project Charter
- Identifying, analyzing and managing stakeholders
- Project constraints: keeping scope, time and cost in balance
- Creating useful estimates of time and cost
- Building a strong project foundation

III. Project Planning

- Defining Scope: Requirements and the WBS
- Scheduling and the Critical Path

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- Resource planning: choosing the right team
- Budgeting and procurement
- Using deliverables quality to drive Business Value
- Strategies for effective project communication
- Minimizing issues with proactive risk management
- Setting project baselines
- Planning for long-term project value

IV. Execution and Control

- Building deliverables
- Status reports and forecasts
- Preventing scope creep: Tools and methods of change control
- Controlling cost and schedule
- Managing project baselines
- Transition: deployment to the customer

V. Successful Conclusion

- Executing the Business Value plan
- Contract and administrative closure
- Lessons Learned and continual improvement

This course includes 15 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, numerous 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.

Why should I take this course?

- This course establishes the importance of keeping realization of Business Value as a primary focus of the project.
- 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.

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Customize it!

- *Are you new to project management? Would you like to put the experience you have in the perspective of a formal PM approach?* **Project Management Fundamentals** presents a practical approach to defining projects and then taking them through the entire project lifecycle to a successful finish. Take home a whole new set of tools and techniques.
- *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.
- *Are you a manager, executive, or sales person whose work includes responsibility for project success?* Take this course and learn what you can do to ensure that your projects get off to a strong start and complete with the delivery you need.

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