

Foundation in Project Management

Course Overview

Foundation in Project Management delivers practical, hands-on training in essential project management concepts and techniques that every project manager must know. The course provides participants with a comprehensive range of project management principles and techniques, extending PMBOK® concepts with field-proven best practices that are effective in any project setting. Course topics include how to:

- Use a project charter to build a strong project foundation
- Identify and manage key stakeholders
- Develop scope and requirements
- Build a comprehensive schedule and budget
- Use change control to prevent scope creep
- Minimize issues with proactive risk management
- Manage the project team
- Deliver meaningful status reports
- Manage stakeholder engagement and expectations
- Forecast project outcomes
- Engineer a successful deployment
- Manage the entire project to optimize Business Value

Who should attend

This course is of special value to project managers and team leads who want a solid, guiding PM methodology; experienced project managers who want to add to their toolkit of tools and techniques; functional managers with project responsibility who want a deeper understanding of project management principles; and Project Management Office staff.

Prerequisites

This course assumes some prior experience with project management as project manager or team lead.

Course Information

- **Course I.D. Number:** 2030
 - **Duration:** 5 days
 - **Participants receive:**
 - PMP®-certified instruction
 - Participant Guide
 - 35 PDUs (Technical: 24 Leadership: 7 Strategic: 4)
 - High-quality PM templates
 - Certificate of Participation
- Typical class size:** 6 to 24 attendees
Delivery: Virtual or onsite

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, and other techniques to drive home essential concepts.
- You have the option of using your own, ongoing project as the focus of class exercises. As a result, not only do you gain experience with the tools, but you also learn more about your project.
- 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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Course Outline

I. Project Structure

- Sources of project success and failure
- Essential PM Concepts
- Project and product lifecycles
- Improving waterfall with agile techniques
- Optimizing project value

II. Project Initiation

- Every project is an investment
- The Business Case and Project Charter
- Identifying, analyzing and managing stakeholders
- Defining business and project objectives
- Establishing preliminary scope boundaries
- Creating useful estimates of time and cost
- Keeping scope, time and cost in balance

III. Project Planning

- Developing correct and complete requirements
- Defining Scope: WBS and the scope statement
- Scheduling and the critical path
- Resource planning
- Ensuring stakeholder engagement
- Developing a time-phased budget
- Procurement and contracts
- Planning for high- quality deliverables

- Effective communication strategies
- Using risk management to protect budget and schedule
- Planning to defeat resistance to change
- Optimizing long-term project value

IV. Execution and Control

- Building deliverables; monitoring project work
- Managing the team
- Managing stakeholder engagement and expectations
- Testing project deliverables
- Status reports and forecasting with Earned Value Management
- Preventing scope creep
- Tools and methods of change control
- Managing issues and opportunities
- Transition planning: preparing for deployment
- Executing the Transition Plan

V. Successful Conclusion

- Executing the Business Value plan
- Ensuring effective utilization of deliverables
- Measuring project success
- Contract and administrative closure
- Lessons Learned and continual improvement
- Celebration

This course includes over 30 hands-on exercises and facilitated discussions. Course material is fully PMBOK® and BABOK® compliant.

Why should I take this course?

- This course confirms the importance of keeping focus on the realization of Business Value throughout the project.
- If you are new to project management, the exercises in this course will give you hands on experience with all of 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.

Licensing

Use this course to teach your students! This course is available under license to qualified Training Providers. See: <http://www.cvr-it.com/coursewareondemand/> or contact us: (800) 877.8129 or info@cvr-it.com