

## Project Management Fundamentals

### Course Overview

*Project Management Fundamentals* delivers practical, hands-on training in essential project management concepts and techniques that every project manager must know. While based on PMBOK® concepts, all topics are supplemented with field-proven best practices that are effective in any project setting. Students learn how to structure a project, establish and manage scope, create an effective schedule, identify and manage risk, control costs, deliver meaningful status reports and more. The format is truly multimodal, with a mixture of exercises, simulations, group discussions, individual discovery and lecture. Every student receives a set of useful Project Management templates. Whether new to Project Management or building on existing skills, 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 good estimates
- Defining and managing scope, schedule and budget
- The Communication Strategy
- Procurement; Resource Planning; Quality
- Managing Project Risk
- Status Reports, Project Metrics and Earned Value
- Change Control; working with baselines
- Managing stakeholders and vendors
- Controlling cost
- Product delivery
- Lessons Learned

### Who should attend

Newly assigned project managers and team leads, project managers who are looking for a refresher on basic concepts and techniques, managers of project managers, functional managers with project responsibility, and Project Management Office staff..

### Prerequisites

This course assumes minimal experience with project work.

### Class Information

- Course lasts 5 days. Can be customized by request.
- Students earn 35 PDUs
- Typical class size: 6 to 24 students

## Course Outline

### *Project Structure*

- Defining Project and Project Management
- The Project Environment
- Sources of Project Success and Failure
- Roles in the Project
- Project Life Cycle
- PM Methodologies
- The Business Case
- Estimation
- The Project Charter

### *Project Planning*

- Defining Scope - Requirements and the WBS
- Developing the Project Schedule
- The Communication Strategy
- Organizational Adoption
- Project Budget
- Procurement; Resource Planning; Quality
- Managing Project Risk
- Baselines

### *Execution and Control*

- Project Metrics and Earned Value
- Status Reports; Working with baselines
- Change Control; Managing the team
- Managing stakeholders
- Vendor management
- Controlling cost

### *Successful Conclusion*

- Transition Planning
- Testing the product
- Product Delivery
- Customer acceptance
- Contract closure
- Administrative closure
- Lessons Learned
- Celebration
- Review of Critical Success Factors
- Conclusion

## Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, individual discovery and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future organizational change engagements.
- 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?

- 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.
- Experienced project managers will obtain a vocabulary and framework that lends structure and perspective to the wealth of experience they already have.
- 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 the problems that project managers most often encounter.

## Cost and Availability

Please refer to our website for current pricing and availability

<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)