



## Project Management Essentials

### Course Overview

The foundation of what every project manager needs to know in order to successfully manage projects is presented in this three-day course. PM Essentials covers the basic concepts of the five fundamental project management processes, defining requirements, schedules, risk management, and change control. Participants gain an understanding of how the project management processes are used during each phase of a project to build a better, more effective project plan. Through the use of short case studies, practical exercises, class discussions, and lectures, participants have the opportunity to apply these best practices in a non-threatening classroom environment.

### Key Outcomes

Upon completion of this course, participants will be able to:

- » Define and develop elements of an effective team charter
- » Describe the stages of team development
- » Identify the elements of triple constraint
- » Develop a project scope statement
- » Create a Work Breakdown Structure (WBS)
- » Describe and use different types of estimates
- » Determine strategies for handling change requests
- » Identify, quantify, and manage risk
- » Develop, monitor, and control schedules
- » Explain the importance of a project closeout process

### Course Outline

#### The Project Management Environment

- » Define basic project terms (project, program, operation, project management)
- » Explain project management methodology and process groups
- » Perform a stakeholder analysis

#### Kicking off the Project

- » Identify elements of a project charter

### At-a-Glance:

**Course Length:**

3 days

**Course Number & Level:**

103.PME3 – Introductory

**Professional Development Units**

(PDUs): 21

**Continuing Education Units (CEUs):**

2.1

**PMBOK® Guide Knowledge Areas****Covered:**

- » Project Integration Management
- » Project Scope Management
- » Project Cost Management
- » Project Time Management
- » Project Risk Management
- » Project Human Resources Management

**Tracks:**

- » Project Manager

- » Describe the stages of team development
- » Identify outputs of a kickoff meeting
- » Identify the elements of an effective project workbook
- » Develop a team charter

### **Defining the Project Scope**

- » Differentiate between project and product scope
- » Explain the concept of Triple Constraint
- » Create a scope statement

### **Developing the Work Breakdown Structure**

- » Describe WBS objectives and elements
- » Identify characteristics of a work package
- » Involving the team in the process
- » Create a WBS

### **Defining Estimates for Project Activities**

- » Identify the difference between cost estimating and cost budgeting
- » Define the different types of estimates
- » Describe different methods of estimating
- » Differentiate among the effort, duration, and calendar times of projects

### **Developing the Project Schedule**

- » Explain the value of the project schedule
- » Demonstrate an understanding of schedule terminology
- » Identify the types and uses of schedule views
- » Identify critical path(s)
- » Determine relationships between activities
- » Construct a precedence diagram method (PDM) network diagram

### **Understanding Project Risk**

- » Identify the three components of risk
- » Describe the six steps of the risk management process
- » Describe approaches to the monitoring and controlling of risk

### **Managing Change**

- » Identify components of a project baseline

- » Identify elements of change control
- » Determine strategies for handling change requests

### **Managing and Controlling Outcomes**

- » Describe the technical and human resource aspects of monitoring and controlling outcomes
- » Identify tools to assist with monitoring and controlling the project
- » Explain the reasons for conflict on projects
- » Describe appropriate methods of conflict resolution

### **Closing the Project**

- » Explain the benefits of a closeout process
- » Identify and describe closeout activities