

Project Management Essentials: A Phased Approach (2 days)

Course Overview

The foundation of what every project manager needs to know to successfully manage projects is presented in this two-day Project Management Essentials (PME) course. This course follows a phased approach to managing a project – from initiating to closing; covering the basic concepts of fundamental project management processes, including defining preliminary scope, developing a work breakdown structure, schedules, and risk management. 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:

- Review the project charter
- Hold kickoff meetings
- Develop a scope statement
- Identify stakeholders
- Develop a WBS with your project team
- Discuss cost and work estimates for your project
- Analyze a project's critical path
- Develop a risk management plan
- Identify ways to monitor project progress
- Discuss questions to ask to control schedule and costs
- Define closeout activities for a project

Course Outline

Initiating the Project

- Discuss the importance of the triple constraint
- Discuss the purpose of the project charter
- Identify stakeholders
- Perform a stakeholder analysis
- Identify the elements of two kick-off meetings
- Discuss the importance of the team charter and project workbook

Planning the Project

- Define project and product scope
- Develop a project scope statement
- Develop an effective WBS
- Identify the characteristics of the work package
- Identify elements of the cost baseline
- Identify distinctions between estimating costs and determining the budget
- Define two types of estimating techniques
- Demonstrate an understanding of schedule terminology
- Identify critical path
- Describe the three elements of the project baseline
- List the three components of risk

At-a-Glance:

Course Length:
2 days

Professional Development Units (PDUs): 14
(12 Technical, 2 Leadership)

Continuing Professional Education Credits (CPEs): 16.5

PMBOK® Guide Knowledge Areas Covered:

- Project Integration Management
- Project Scope Management
- Project Cost Management
- Project Schedule Management
- Project Risk Management

Delivery Options:

- Instructor-led Training (Delivered Onsite at Your Location)

- Identify the seven steps of the risk management process
- Identify the difference between qualitative and quantitative risk analysis
- Categorize strategies for negative risks, positive risks, and for all risks

Executing the Project

- Identify the elements of directing and managing project work
- Identify guidelines for project change
- Describe some components of an effective project meeting
- Identify three types of project meetings
- Define the stages of team development
- Determine the appropriate method of conflict resolution

Monitoring and Controlling the Project

- Identify questions to monitor project progress
- Identify questions to monitor schedule and cost

Closing the Project

- Identify closeout activities
- Describe the benefits of a closeout process