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Project Management Essentials

Course Length: Virtual: Six 3.5-hour sessions;
Onsite: 3 Days

Professional Development Units (PDUs): 21
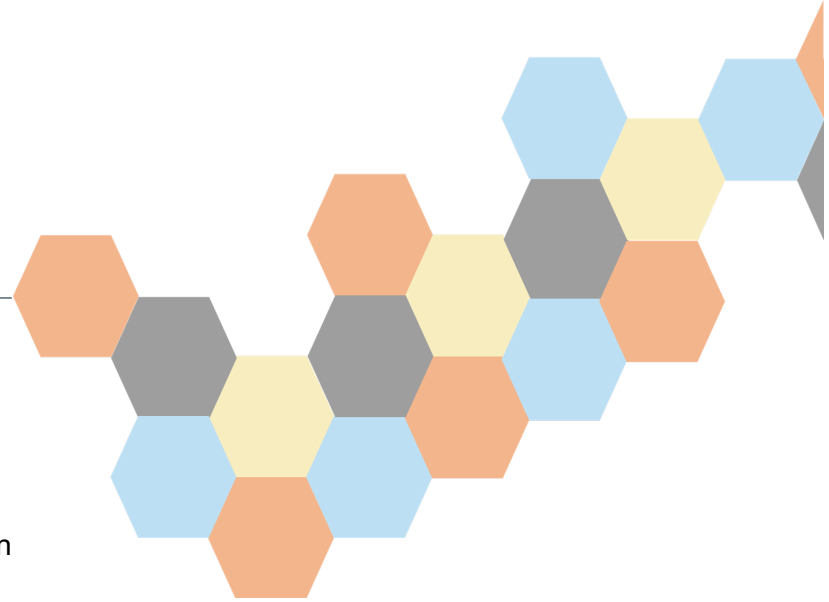(14 Ways of Working, 7 Power Skills)

Program Knowledge Level: Basic

Field of Study: Business Management & Organization

Prerequisites: None

Advance Preparation: None

Benefits: Build the knowledge and skills required to plan
and manage projects

Course Overview

The Project Management Essentials (PME) course encompasses the fundamental best practices to manage a project from initiating to closing – what every project manager essentially needs to know to manage projects successfully. Participants gain an understanding of the concepts and tools needed to build and manage an effective project plan.

Through the use of short case studies, practical exercises, class discussions, and lectures, participants have the opportunity to apply best practices in a non-threatening classroom environment.

Key Outcomes

Upon completion of this course, participants will be able to:
- Identify project management terminology and project manager competencies
- Describe the differences and types of project phases, lifecycles, and process groups
- Identify elements of the project charter and kickoff meetings
- Identify your project stakeholders and analyze their influence on your project
- Develop a scope statement
- Develop a WBS with your project team
- Discuss cost and work estimates for your project
- Analyze a project's critical path
- Determine lead and lag on the schedule
- Describe the risk management process
- Identify, analyze, and determine strategies for risks
- Describe the process for managing scope change of a project
- Explain the two aspects of monitoring and controlling a project
- List the three types of project reviews
- Identify the five stages of team development
- Describe the conflict resolution methods
- Identify the role of the project manager in communication
- Describe project closeout activities
- Capture lessons learned during closeout for a project

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The Project Management Framework
- Define project management and why it is important
- Describe the difference between a project, program, a portfolio, and an operation
- Describe the project manager competencies
- Define the project management life cycle and the types of development life cycles
- Define the triple constraint and how it is used

Project Initiating
- Identify the elements of a Project Charter
- Identify elements and outputs of a project kickoff meeting
- Describe a Project Management Plan and project documents
- Describe the steps of a stakeholder analysis, perform a stakeholder analysis
- Differentiate the roles of the Project Sponsor, Project Manager, and project customer

Project Planning
- Define the product scope
- Define the project scope, develop a project scope statement
- Develop an effective Work Breakdown Structure, Identify characteristics of a work package
- Identify the difference between estimating costs and determining the budget
- Identify distinctions between effort, duration, and calendar time
- Define the different types of estimates, describe the importance of consistency in estimates
- Define project schedule and its value
- Demonstrate an understanding of schedule terminology
- Identify the major uses of schedule views
- List the three components of project risks
- Describe the key activities of the Project Risk Management process
- Identify the correct way to state risk events
- Describe strategies to address negative risks and strategies to address positive risks
- Identify components of a project baseline
- Identify elements of project change control
- Determine strategies for handling project change requests

Project Executing
- Discuss the technical and human resource aspects leading delivery and monitoring and controlling project progress
- Describe the Project Manager's role and techniques for team development, identify the five stages of team development
- Describe effective communication methods and the role of the Project Manager in communications
- Describe conflict resolution options and source of conflict on projects
- Identify the decision-making process
- Describe types of project reviews and oversight techniques

Project Closing
- Identify closeout activities
- Describe the benefits of effective project closeout

This Instructor-Led Training (ILT) course is facilitated by one of our talented instructors at your location, creating a cooperative and collaborative, learner-centric "classroom." Our top-rated instructors hold a variety of certifications and have delivered training to organizations in more than 40 countries.

On-site

Participants attend this three-day in-person course, complete activities live during the training session, and participate in discussions focused on the pragmatic application of key concepts. Session materials are provided in PDF format for download and/or printing.

Virtual

This course is delivered virtually using the AdobeConnect platform. Six 3.5-hour sessions are scheduled. Participants attend the virtual sessions, complete activities live during the session, and participate in discussions focused on the pragmatic application of key concepts. Session materials can be downloaded in PM College's learning management system (LMS).

For more information or to schedule a course, contact info@pmcollege.com.
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