

## Project Management Essentials

### Virtual Instructor-Led Training

#### Course Overview

The foundation of what every project manager needs to know to successfully manage projects is presented in this virtual instructor-led course. Project Management Essentials (PME) covers the basic concepts of the five fundamental project management processes: initiating, planning, executing, monitoring and controlling, and closing. 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 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

#### Course Outline

##### 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 and *The PMI Talent Triangle*®
- Define the project management life cycle process and the types of development life cycles
- Identify the five process groups
- Identify the differences between a process group and a phase
- Define the triple constraint and how it is used

##### Kicking Off the Project

- Identify the elements of a project charter
- Identify elements and outputs of a kickoff meeting

#### At-a-Glance:

##### Course Details:

Four 3-hour sessions; participants complete coursework between sessions and a final exam after the last session

##### Professional Development Units (PDUs): 21

(14 Technical, 7 Leadership)

##### Continuing Professional Education Credits (CPEs): 25

##### PMBOK® Guide Knowledge

##### Areas Covered:

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

- Describe the difference between a project management plan and project documents
- Describe the steps of a stakeholder analysis
- Differentiate the roles of the project sponsor, project customer and the project manager
- Perform a stakeholder analysis

## **Defining the Project Scope**

- Define the product scope
- Define the project scope
- Develop a project scope statement

## **Developing the Work Breakdown Structure**

- Develop an effective WBS
- Identify characteristics of a work package

## **Defining Estimates for Project Activities**

- 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

## **Developing the Project Schedule**

- Define project schedule and its value
- Demonstrate an understanding of schedule terminology
- Identify the major uses of schedule views
- Construct a precedence diagram method (PDM) network diagram
- Identify the critical path

## **Understanding Project Risk**

- List the three components of risks
- Describe each of the seven steps of the risk management process
- Identify the correct way to state risk events
- Describe five strategies to address negative risks and five strategies to address positive risks
- Identify the purpose of the Implement Risk Response step
- Describe approaches to monitoring risk

## **Managing Project Change**

- Identify components of a project baseline
- Identify elements of project change control
- Determine strategies for handling project change requests

## **Managing and Controlling Outcomes**

- Discuss the technical and human resource aspects of monitoring and controlling
- Identify the decision-making process
- Identify questions to ask to monitor progress
- Describe three kinds of project reviews and their differences
- Identify the five stages of team development
- Recognize the reasons for conflict on projects
- Determine the appropriate method of conflict resolution
- Describe the role of the project manager in communication
- Identify factors affecting communication
- Describe three communication methods

## **Closing the Project**

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