

Project Management Essentials (3 days)

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: 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 your project stakeholders and analyze their influence on your project
- Develop your team and kick off the project
- Develop initial scope statement
- 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
- Control and manage changes for a project
- Capture lessons learned during closeout for a project

Course Outline

The Project Management Environment

- Define a project
- Describe the difference between a project and a program
- Describe the difference between a project and an operation
- Define the project management life cycle process
- Describe the purpose of project management
- Perform a stakeholder analysis

Kicking Off the Project

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

Defining the Project Scope

- Define the product scope
- Define the project scope
- Identify the elements of the triple constraint
- Develop a project scope statement

At-a-Glance:

Course Length:

3 days

Course Number & Level:

105.PME3 – Foundational

Professional Development Units (PDUs): 21 (Technical)

Continuing Professional Education Credits (CPEs): 25

PMBOK® Guide Knowledge Areas Covered:

- Project Integration Management
- Project Scope Management
- Project Cost Management
- Project Time Management
- Project Risk Management
- Project Human Resource Management
- Project Stakeholder Management

Delivery Options:

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

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
- Define the different types of estimates
- Identify distinctions between effort, duration, and calendar times of projects

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 critical path(s)

Understanding Project Risk

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

Managing Change

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

Managing and Controlling Outcomes

- Discuss the technical and human resource aspects of monitoring and controlling
- Identify the decision-making process
- Recognize the reasons for conflict on projects
- Determine the appropriate method of conflict resolution

Closing the Project

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