



## **Project Management Boot Camp**

**Overview:** The Project Management Boot Camp class is designed to introduce students to the fundamental concepts of project planning and management. Students will identify the features and attributes of a project, determine the actions involved in scope planning and understand the components of time management. They will engage in activities to plan and focus on a project, and define outcomes of the project. Throughout the class, students will learn to create and manage tasks, work with the critical path, use baselines, track progress and evaluate data. Focusing on the generally accepted practices of project management recognized by the Project Management Institute, Inc. (PMI®), this course offers you a standards-based approach to successful project management across application areas and industries.

**Prerequisites:** Students do not have to have project management background but exposure to MS Excel or other Windows-based software is very important.

**Course Length:** Four Days

### **Course Content**

#### **Lesson 1: Initiating a Project**

- Select a Project
- Create a Project Charter

#### **Lesson 2: Planning Your Work**

- Develop an Initial Project Plan
- Create a Scope Statement
- Develop a Work Breakdown Structure (WBS)

#### **Lesson 3: Developing Project Schedules, Cost Estimates, and Budgets**

- Create an Activity List
- Create a Project Network Diagram
- Acquire Activity Duration Estimates
- Identify the Critical Path
- Develop a Project Schedule
- Determine Resource Requirements
- Estimate Project Costs
- Establish a Cost Baseline

#### **Lesson 4: Planning Project Quality, Staffing, and Communications**

- Create a Quality Management Plan
- Document Roles, Responsibilities, and Reporting Relationships
- Assign Project Staff
- Create a Communications Management Plan

### **Lesson 5: Analyzing Risks and Planning Risk Response**

- Create a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

### **Lesson 6: Planning Project Procurement**

- Prepare a Statement of Work
- Prepare a Procurement Document

### **Lesson 7: Working the Plan**

- Execute the Project Plan
- Implement Quality Assurance
- Develop the Project Team
- Distribute Project Information
- Solicit Proposals, Quotes, or Bids
- Select a Seller
- Administer a Contract

### **Lesson 8: Controlling the Project**

- Manage Changes to Performance Baselines
- Review Deliverables and Work Results
- Control Project Scope Changes
- Control the Project Schedule
- Control Project Costs
- Control Project Quality
- Report Project Performance
- Monitor and Control Project Risk

### **Lesson 9: Closing the Project**

- Obtain Formal Acceptance
- Close Out a Contract