



Project Management

Overview: This course will give participants an overview of the entire project management process, as well as key project management tools that can be used every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout an organization.

Prerequisites: There are no prerequisite requirements for this course.

Course Length: One Day

Course Content

Lesson 1: Getting Started

Workshop Objectives
Pre-Assignment Review

Lesson 2: Key Concepts (I)

What is a Project?
What is Project Management?
What is a Project Manager?

Lesson 3: Key Concepts (II)

About the Project Management Institute (PMI)
About the Project Management Body of Knowledge (PMBOK)
The Five Process Groups
The Nine Knowledge Areas
The Triple Constraint

Lesson 4: Initiation (I)

Identifying Your Stakeholders
Assessing Needs and Wants
Setting a SMART Project Goal
Creating Requirements and Deliverables

Lesson 5: Initiation (II)

Creating a Statement of Work
Completing the Project Planning Worksheet
Completing the Project Charter

Lesson 6: Planning (I)

Managing Expectations
Creating a Task List
Estimating Time
Estimating Resources
Estimating Costs

Lesson 7: Planning (II)

Building the Work Breakdown Structure
Creating the Schedule
Creating a Risk Management Plan
Creating a Communication Plan

Lesson 8: Planning Tools

The Gantt Chart
The Network Diagram
Using a RACI Chart
Going the Extra Mile: Microsoft Project

Lesson 9: Executing the Project

Establishing Baselines
Monitoring Project Progress
Triple Constraint Reduction Methods

Lesson 10: Maintaining and Controlling the Project

Making the Most of Status Updates
Managing Change
Monitoring Risks

Lesson 11: Closing Out

Preparing for Closeout
Celebrating Successes
Learning from Project Challenges
Scope Verification
A Final To-Do List

Lesson 12: Wrapping Up

Words from the Wise