

Project Management Essentials

Duration: 3 Days

Course Objective: You will identify and apply generally recognized practices in project management.

Target Student: The target student for this course is any individual who may need to perform project management activities in their job role on either a formal or informal basis, or any project team members who want to enhance their knowledge of project management in order to interact more productively with a project manager and perform more effectively on a project team.

Prerequisites: Work experience with project management and knowledge of the roles, responsibilities, and skills required for project management is needed. Also, basic working knowledge of office productivity tools is required.

Course Objectives

Upon successful completion of this course, students will be able to:

- identify the basic concepts and terminology of professional project management.
- launch a project.
- estimate project work.
- create a project schedule.
- plan project costs.
- plan for project risks.
- plan for project quality and compliance.
- manage human resources for your project.
- manage project procurements.
- plan for change management and monitor the project scope.
- monitor and optimize project schedule and cost.
- monitor quality of project work and the risks involved.
- plan communication strategies and manage stakeholder relationships.
- perform project closure.

Getting Started with Project Management

- Project Management Basics
- Factors Influencing a Project

Launching Projects

- How Organizations Choose the Right Project
- Identify Project Stakeholders and Their Expectations
- Identify the Project Scope
- Prepare a SOW
- Formally Authorize a Project

Estimating Project Work

- Estimate Project Effort and Resources Using Top-Down Estimation
- Estimate Project Effort and Resources Using Bottom-Up Estimation
- Reduce Risks in Project Estimates

Project Management Essentials

Creating a Project Schedule

- Illustrate Project Flow
- Identify Activity Resources
- Schedule Project Work

Planning Project Costs

- Estimate Project Costs
- Establish the Cost Baseline
- Reconcile Funding and Costs

Planning for Risks

- Create a Risk Management Plan
- Identify Risks and Their Causes
- Analyse Risks
- Develop a Risk Response Plan

Planning for Quality and Compliance

- Deliver the Desired Project Results
- Verify Compliance Requirements

Managing Human Resources

- Plan Your Dream Team
- Put the Team Together
- Build the Team
- Manage the Team

Managing Project Procurements

- Plan for Project Procurements
- Obtain Responses from Vendors
- Choose the Right Vendor
- Manage Vendors and Procurements

Managing Change During Project Execution

- Gear Up for Project Execution
- Manage Project Changes
- Monitor the Project Scope

Monitoring and Controlling Project Schedule and Cost

- Monitor and Control the Project Schedule
- Optimize the Project Schedule
- Monitor and Control Project Costs

Project Management Essentials

Monitoring Risk and Quality

- Monitor and Control Risks
- Put Quality Plans into Action
- Control Project Quality

Communicating and Reporting

- Communicate in a Project
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations
- Report on Project Performance

Closing the Project

- Hand Off the Project
- Close Project Procurements
- Wrap Up a Project