

Project Management Fundamentals

Price
\$795.00

Duration
1 Day

Delivery Methods
VILT, Private Group



This 1-Day virtual Project Management Best-Practices course provides an overview of fundamental elements of the project lifecycle – from project initiation through project close. With a focus on traditional project management concepts, students will complete this course with an improved ability to understand the best path forward for bringing projects to successful completion.

Students will benefit from this course by understanding the foundational principles of project management, improving their project management skills, utilizing tools and techniques to effectively manage projects, gaining a common project management language to improve communication, and learning frameworks to identify, manage, and mitigate risk. Concepts learned in this course are immediately applicable to ongoing projects.

Note: This course has been approved by PMI for 8 PDUs.

Who Should Attend

This course is intended for anyone who wants to learn the fundamentals of project management. No prior experience required.

Course Objectives

- Goals and benefits of implementing project management
- Key project management terminology, frameworks, and tools
- How to apply the approaches and processes to better manage and complete a project
- Important interpersonal interactions needed for successful projects

Agenda

1 - INTRODUCTION

- What are Projects?
- What is Project Management?
- Basic Project Management Process
- Project Selection
- How Projects Further Organizational Goals
- What Factors can Influence Projects?
- Documentation
- Project Management Tools
- Role of the Project Manager
- The Language of Project Management

2 - STARTING A PROJECT

- Authorizing the Project (Project Selection)
- Assigning the PM
- Identifying and Documenting the High-Level Scope
- Gathering a Planning Team
- Identifying and Documenting the Impacted Parties

3 - PLANNING A PROJECT

- Adapting to the Needs of the Project (Planning Level)
- Identifying the Work Required
- Estimating Time, Cost and Resources Required
- Developing a Schedule
- Developing a Budget
- Planning Communications and Quality
- Risk Management
- Purchases and Outside Vendors for a Project

4 - EXECUTING THE PROJECT

- Baselines
- Managing Participants in the Project
- Managing Interested and Impacted Parties
- Performing the Planned Work
- Negotiating and Signing Contracts
- Managing Communications, Risk and Quality

5 - OVERSEEING AND CONTROLLING THE PROJECT

- Controlling the Scope, Schedule and Budget
- Controlling Change to the Project (Scope, Schedule, Cost and Final Product)
- Quality Assurance and Control
- Contract Administration

6 - ENDING A PROJECT OVERSEEING AND CONTROLLING THE PROJECT EXECUTING

THE PROJECT

- Closing Contracts
- Transferring the Final Product
- Lessons Learned and Archiving Records