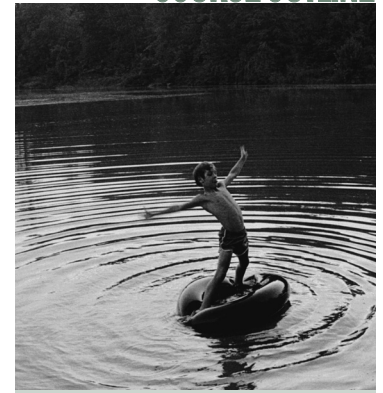


## Project Management Overview

You might not be directly responsible for managing projects, but it's important to be familiar with the terms and concepts of this critical discipline when working within a project-based organization. This one-day course covers everything project participants, sponsors, stakeholders and managers will need to know in order to understand and participate in the project management process. Participants will learn the significance of effective project management and how their role can affect future project management results; various tools, techniques and processes necessary for sound project management; which areas can benefit from best practice principles; and what it takes to build and be part of a world-class project management team. Upon completion of this course, students will have a firm grasp of PMI's Process Groups and Knowledge Areas, which help form a basic foundational knowledge of project management.



**DURATION:**  
Traditional - 1 day.  
Virtual - 8 hours.

**CAPACITY:** 25 people.

**WHO SHOULD ATTEND:** project participants, sponsors, stakeholders, and managers.

**PREREQUISITES:** none.

**PDU:** 7 credits.

### FEATURES

- Our facilitators bring real-world experience to every workshop.
- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.
- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.
- Our workshop is consistent with the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

PMBOK is a registered mark of the Project Management Institute, Inc.

### DISCOVER HOW TO

- Identify various tools and techniques used within project management.
- Understand the project management processes.
- Use the nine key PMI knowledge areas.
- Use techniques while practicing with a case study.
- Discuss and explore project ideas, concerns, and issues.
- Identify areas that can benefit from applying professional project management principles.

## COMPETENCIES

Scope Planning  
Activity Sequencing  
Schedule Development  
Risk Management  
Project Plan Development  
Performance Management

## OUTLINE SUMMARY

### Key Concepts

- Understanding Basics of Project Management
- Working with People
- Understanding the Scope of a Project
- Estimating Fundamentals
- Sequencing and Scheduling the Project
- Managing Project Risk
- Developing the Project Plan
- Getting Project Work Completed
- Monitoring and Controlling the Project
- Closing a Project Successfully

### Project Management Processes

- Initiating
- Planning
- Executing
- Controlling
- Closing

### Project Managers Role

- Providing Leadership and Motivation
- Coordinating with Team Members
- Facilitating Work
- Controlling the Project
- Maintaining Focus
- Maintaining Commitment
- Managing Expectations
- Using Resources Efficiently and effectively

### The Core of Project Management

- Project Life Cycle and Phases
- Project Charter
- Project Scope Statement
- Work Breakdown Structure
- Estimating
- Network Diagram
- Critical Path
- Milestones
- Scheduling
- Performance Evaluation

**Sys·tem·a'tion®**

Get to the Heart of the Matter.®