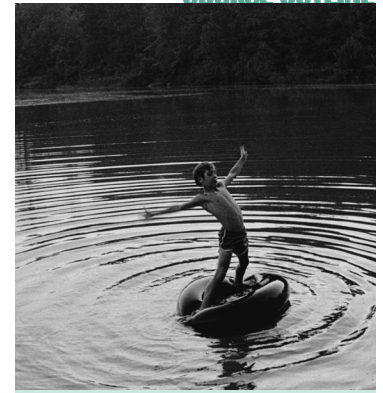


Project Management Basics

This highly interactive workshop is designed to give participants a basic understanding of the concepts, tools and techniques of formal project management. While introductory in nature, this course covers the five key process groups and 18 core competencies associated with effective and efficient project management practice. This is an ideal course for those short on time but need the basics. The concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results.



DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: those who want to understand basic project management skills and concepts.

PREREQUISITES: none.

PDU: 16 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

- Build a Work Breakdown Structure (WBS).
- Use a network diagram to display a Project Evaluation and Review Technique (PERT) chart.
- Use the Critical Path Method (CPM) in the network diagram to ensure the correct project duration.
- Estimate and schedule project tasks.

COMPETENCIES

Initiation
Cost Budgeting
Scope Planning
Schedule Control
Scope Definition
Cost Control
Activity Definition
Cost Estimating
Activity Sequencing
Scope Verification
Schedule Development
Performance Reporting
Project Plan Execution
Scope Change Control
Administrative Closure
Information Distribution
Project Plan Development
Activity Duration Estimating

PM KNOWLEDGE AREAS

Integration Management
Scope Management
Time Management
Cost Management

OUTLINE SUMMARY

An Overview of Project Management

- The characteristics of a project.
- Project management processes.
- Project success and failure.
- Critical success factors and components.
- The effective project manager – skills and characteristics.
- Roles and responsibilities.
- The time, cost, and scope target.

Planning the Project

- The components of the plan.
- Introduction to the case study.
- The project charter.
- The work plan.
- The control plans.
- The functions of a good project plan.

Work Breakdown Structure (Work Plans)

- Defining the work to be done.
- Creating the WBS – demonstration of technique.
- The Work Package.
- The Activity List.
- Methods of subdivision.
- Uses of the WBS.

Estimating

- Estimating accuracy.
- Estimating concepts and methods.
- Task-based estimation.
- Effort, productivity factors, influence factors.

Scheduling

- Schedule concepts and methods.
- Network diagrams.
- Precedence logic.
- Estimate duration.
- Create a network diagram – demonstration of technique PERT/CPM.
- Allocation of resources.
- Gantt charts/histograms.

Project Control

- Measurement, evaluation, and quality control.
- Key indicators.
- Progress reporting.

Project Completion

- Management of project completion.
- Post implementation.

Sys·tem·a·tion®

Get to the Heart of the Matter.®