

## Fast Start® in Project Management

This highly interactive workshop is designed to give participants a solid foundation in the concepts, tools and techniques of formal project management. While introductory in nature, this course is extremely comprehensive, covering the five key process groups and 38 core competencies associated with effective and efficient project management practice. Participants not only acquire technique-based proficiencies, but also explore and practice essential people skills and teamwork. 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.

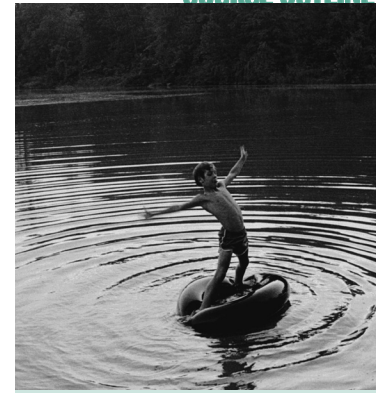
### FEATURES

- 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.
- Apply resources to a project plan.
- Explore different personality types and learn how they affect project management.



**DURATION:**  
Traditional - 3 days.  
Virtual - 24 hours.

**CAPACITY:** 20 people.

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

**PREREQUISITES:** none.

**PDU:** 21 credits.

## COMPETENCIES

Initiation  
 Cost Budgeting  
 Procurement  
 Staff Acquisition  
 Scope Planning  
 Quality Planning  
 Quality Control  
 Schedule Control  
 Scope Definition  
 Solicitation  
 Quality Assurance  
 Cost Control  
 Activity Definition  
 Cost Estimating  
 Team Development  
 Source Selection  
 Activity Sequencing  
 Resource Planning  
 Change Control  
 Risk Identification  
 Risk Analysis  
 Solicitation Planning  
 Scope Verification  
 Procurement Close-Out  
 Schedule Development  
 Performance Reporting  
 Organizational Planning  
 Project Plan Execution  
 Scope Change Control  
 Risk Response Planning  
 Procurement Administration  
 Administrative Closure  
 Information Distribution  
 Risk Monitoring and Control  
 Communications Planning  
 Risk Management Planning  
 Project Plan Development  
 Activity Duration Estimating  
 Stakeholder Identification and Management

## PM KNOWLEDGE AREAS

Integration Management  
 Scope Management  
 Time Management  
 Cost Management  
 Quality Management  
 Human Resource Management  
 Communications Management  
 Risk Management  
 Procurement Management  
 Stakeholder 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.

### The People Side of Project Management

- Understanding people.
- Learn the use style models.
- Flexing your style.
- Understanding differences.
- Communicating.

### 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.

### Risk Management

- Evaluation of risk.
- Identification, assessment, quantification, and contingency planning.
- Risk consequences and contingencies.
- A technique for planning for risk.
- Cost/benefit/risk considerations.

### Project Control

- Measurement, evaluation, and quality control.
- Prerequisites to effective control.
- Key indicators.
- Change management and control.
- Progress reporting.

### Project Completion

- Management of project completion.
- Post implementation.

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