

Project Management Essentials

Course Overview

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This is a 3-day class

In this course, students will identify and apply generally recognized practices in project management. NOTE: This course will earn you 21 PDUs.

Who Should Attend

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.

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.

Course Outline

1 Getting Started with Project Management

Project Management Basics
Factors Influencing a Project

2 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

3 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

4 Creating a Project Schedule

Illustrate Project Flow
Identify Activity Resources
Schedule Project Work

5 Planning Project Costs

Estimate Project Costs
Establish the Cost Baseline
Reconcile Funding and Costs

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6 Planning for Risks

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

7 Planning for Quality and Compliance

- Deliver the Desired Project Results
- Verify Compliance Requirements

8 Managing Human Resources

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

9 Managing Project Procurements

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

10 Managing Change During Project Execution

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

11 Monitoring and Controlling Project Schedule and Cost

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

12 Monitoring Risk and Quality

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

13 Communicating and Reporting

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

14 Closing the Project

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