

# Project Management Essentials

## Course Overview

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

This is a 3-day class

## Upcoming Dates

Date	Time	Where
10/28/2019	11:00AM - 7:00PM	Online LIVE
11/06/2019	9:00AM - 5:00PM	Online LIVE
11/25/2019	9:00AM - 5:00PM	Online LIVE
12/11/2019	9:00AM - 5:00PM	Online LIVE
12/18/2019	9:00AM - 5:00PM	Online LIVE
01/08/2020	11:00AM - 7:00PM	Online LIVE
01/27/2020	9:00AM - 5:00PM	Online LIVE
02/11/2020	9:00AM - 5:00PM	Online LIVE

[View All Course Dates & Register Today](#)

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## 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

## 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

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## 14 Closing the Project

Hand Off the Project  
Close Project Procurements  
Wrap Up a Project