Project Fundamentals

Length:	1 day
Delivery:	Public & private instructor-led training.

Course Overview
Project Management: Fundamentals overviews the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams.

This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.

Audience
Students enrolling in this course should be planning to lead a project (primary audience) or serve on a project team (secondary audience).

Benefits to You
Students will learn how to use project management techniques to plan, organize, control, document, and close out their projects successfully and with minimum risk.

- Discuss the phases of the Project Management Life Cycle and a project manager's role in each phase.
- List and discuss basic project success criteria and common reasons for project failure.
- Discuss techniques for setting up a strong project team.
- List and discuss elements of a Risk Management Plan.
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure and the Network Logic Diagram.
- Identify the Critical Path for completing a project on schedule.
- List and discuss the cost elements that should be included in a project budget.
- Discuss techniques for controlling for deviation from budgets and schedules.
- Discuss key elements of project management communications and reporting tools.
- Discuss key activities of project close-out.

Course Outline
Section 1: The Project Management Life Cycle
What is a Project?
The Project Management Life Cycle
The Role of the Project Manager

Section 2: Setting Up for Success
The Meaning of Success
What Happens in the Initiation Phase?
Project Definition and Scope
Putting Together a Statement of Work
The Project Charter

Section 3: The Project Team
The Teamwork Challenge
Selecting Team Members
The Team Charter

Section 4: Risk Management
Project Risk

Section 5: Project Plans
The Work Breakdown Structure
Work Package Sequencing

Section 6: The Project Schedule
The Scheduling Process
Time Estimates

Section 7: The Project Budget
What is a Budget?
Creating a Preliminary Budget
Budget and Schedule Balancing

Section 8: Project Tracking and Control
Moving the Project Forward
Monitoring for Project Progress
Earned Value Analysis
Getting Back on Track

Section 9: Project Reports
Communications Overview
Project Performance Reports
Project Change Requests

Section 10: Project Close-out
Elements of Close-out
Evaluation of People and Projects