

INTRODUCTION TO PROJECT MANAGEMENT

Become familiar with project management concepts and terminology and equip yourself with the tools to plan the scope and schedule for a project

DURATION
1 day
PDU's
7.5



Course Overview

Assuming no prior knowledge of project management, this course is ideal for the newcomer to the area. You will be provided with an overview of the project lifecycle. You will become familiar with the terminology needed to understand project managers and stakeholders. It will equip you with the tools to start Project Managing small projects. Using a case study, you will identify project stakeholders, develop a project Scope Statement and Work Breakdown Structure. Then using estimation and scheduling best practices, you will develop a timeline for your project.



Who is this course suitable for?

This is very much an introductory course and, as such, is ideal for someone who is new to project management. Typically attendees will have experience working in projects, but are only now at the stage of their careers where they need to manage and control them. Also very suitable for project team members.



Learning Outcomes

- Identify and define the key project phases
- Master fundamental project management skills, concepts, tools and techniques
- Identify project stakeholders and map project deliverables to their needs
- Define and develop the project scope statement and Work Breakdown Structure
- Estimate project resources and durations
- Recognize when to use different estimation techniques and how to leverage existing data
- Be able to schedule project tasks and develop a project schedule
- Compress the schedule to meet stakeholders needs
- Identify the risks associated with scope and schedule



Course Content

- Introduction to Project Management fundamentals
- The need for Project Management
- Project Life Cycle
- Project Management Knowledge Areas
- Understanding why projects fail
- Defining project success
- Project Initiation
- Project Sponsor
- Identifying stakeholders and their needs
- Project Planning
- Scope Statement
- Work Breakdown Structure
- Estimation of Resources and Durations
- Developing timelines and schedules
- Review