

# Project Management Fundamentals

**Duration:** 1 Day

## Course Overview:

This course is a primer on the basics of Project Management. It will provide students with the big picture of how project management tools and techniques are used to establish a firm foundation for a project, create project plans, choose the most appropriate scheduling method, select and organize a team to perform project tasks, monitor and control ongoing project performance, and close the project upon its completion. Students will also learn how to minimize risk throughout the project life cycle by using contingency planning techniques. This course does not make use of any project management software application, but focuses instead on the conceptual underpinning that students must know in order to use any project management software application effectively.

## Students Learn To:

- Identify the steps in each phase of the Project Life Cycle
- Identify the various roles of the project manager
- Identify the purpose and required elements of a Statement of Work (SOW)
- Discuss the techniques used in setting up and running a smoothly-functioning project team
- Identify the elements of a Deliverables Breakdown Structure (DBS) and Work Breakdown Structure (WBS) and the role these documents serve in planning a project
- How Gantt Charts and Network Diagrams are used to identify the Critical Path for completing a project on schedule
- List elements of a project budget and describe how they are derived
- Describe how to control for deviation from plans and schedules using Earned Value Analysis techniques
- List elements of reports that document project status or request changes to the project plan
- List important steps in project close-out

**Who Should Attend:** Students enrolling in this course should be planning to lead a project (primary audience) or serve on a project team (secondary audience).

**Prerequisites:** None.

## Course Outline:

### The Project Management Life Cycle

What is a Project?  
The Project Management Life Cycle  
The Role of the Project Manager

### 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

### The Project Team

The Teamwork Challenge  
Selecting Team Members  
The Team Charter

### Risk Management

What is Risk?  
Sources of Risk  
Risk Assessment  
Risk Management Approaches

### Project Plans

The Work Breakdown Structure (WBS)  
Work Package Sequencing

### The Project Schedule

The Scheduling Process  
Time Estimates

### The Project Budget

What Is a Budget?  
Creating a Preliminary Budget  
Budget and Schedule Balancing

### Project Tracking and Control

Moving the Project Forward  
Monitoring for Project Progress  
Earned Value Analysis  
Getting Back on Track

### Project Reports

Communications Overview  
The Project Performance Reports  
Project Change Requests

### Project Close-Out

Elements of Close-Out  
Evaluation of People and Projects