

Project Management Fundamentals: (Second Edition)

Course Specifications

Course number: 084018

Software: N/A

Course length: 1.0 day(s)

Course Description

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes.

Course Objective: You will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

Target Student: This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course.

Prerequisites: To ensure your success, it is recommended that you first take the following Element K courses: Word 2000, Word 2002, Word 2003, or Microsoft® Office Word® 2007: Level 1; or have equivalent knowledge. Some on-the-job experience in participating in managed projects would be preferable.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- Intel® Pentium® IV 300 MHz processor
- 64 MB RAM with 1.0 GB free hard disk space
- CD-ROM drive
- Super VGA recommended (set at least to 800 x 600 screen resolution) with 256 colors
- An Internet connection

Platform Requirements

- Microsoft® Windows® XP Professional or Microsoft® Windows® Vista

Software Requirements

The instructor's computer should have the following software:

- Microsoft® PowerPoint® 2000 or later

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- identify the key processes and requirements of project management.
- initiate a project.
- plan for time and cost.
- plan for project risks, communication, and change control.
- manage a project.
- execute the project closeout phase.

Course Content

Lesson 1: Getting Started with Project Management

Topic 1A: Describe a Project

Topic 1B: Describe the Project Management Life Cycle

Topic 1C: Identify the Role of a Project Manager

Lesson 2: Initiating a Project

Topic 2A: Determine the Scope of a Project

Topic 2B: Identify the Skills for a Project Team

Topic 2C: Identify the Risks to a Project

Lesson 3: Planning for Time and Cost

Topic 3A: Create a Work Breakdown Structure

Topic 3B: Sequence the Activities

Topic 3C: Create a Project Schedule

Topic 3D: Determine Project Costs

Lesson 4: Planning for Project Risks, Communication, and Change Control

Topic 4A: Analyze the Risks to a Project

Topic 4B: Create a Communication Plan

Topic 4C: Plan for Change Control

Lesson 5: Managing a Project

Topic 5A: Begin Project Work

Topic 5B: Execute the Project Plan

Topic 5C: Track Project Progress

Topic 5D: Report Performance

Topic 5E: Implement Change Control

Lesson 6: Executing the Project Closeout Phase

Topic 6A: Close a Project

Topic 6B: Create a Final Report