Project Management Fundamentals

Summary

This two-day course on Project Management Fundamentals is directed to those who are responsible for managing projects or find themselves as members of a project team. This is an entry level course for active project participants and has no pre-requisites. This course has been customized for a public sector audience.

Length: Two Days

Course Description:

Fundamentals of Project Management, is a two day introductory course, that enables new project team members to deliver successful projects on time, on budget and in scope. You will maximize your time in this course by having the option of working on components of your own project or on one of your team members from classroom teams. This course will give you further immediate returns on your learning investment by providing you with a detailed workbook and project templates to take home.   You will learn about project management from 'concept to cash' or from the initial contemplation of a project to the realization of its benefits after successful implementation. The course culminates with a 2-hour simulation on the final day to provide real life practice of what has been learned in the course.

In short, the Project Management Fundamentals course is designed for people who want to maximize their time and increase their return on investment.

Purpose:

The Project Management Fundamentals course will provide participants with an understanding of project management as well as skills in using project management tools and templates.   During the course participants will gain knowledge on the following topics:

- Basic concepts of a project and project management

- Common PM terminology

- Project life cycles and frameworks

- Project phases and processes

- Critical success factors for successful project outcomes (research based from a meta study)

- Review of the **10 knowledge areas of project management** with a focus on:
  - Scope Management

- - Scope statement development
  - Time Management
    - Schedule development and creation of Gantt charts
  - Cost Management
    - Estimating for Budget development

- Work breakdown structure

- Project activity dependencies

- Resource management

- Project change control

- Project close out

Learning Outcomes:

At the end of the course, participants will be able to:

- Establish a project framework to complete the project
- Develop a project charter
- Develop a project plan
- How to achieve Stakeholder buy-in
- Develop a communication plan
- Identify project risk and mitigation strategies
- Manage routine projects
- Appreciate the impact of the project on end users

Management Competencies addressed:

Participants will enhance their competencies in project, communication, risk, human resource, time, scope, quality, cost and change management.

Instructional Approach:

This course is made up of short lectures, multiple exercises, case vignettes, video clips, videos and games. You are guaranteed not to be bored. You will undertake both individual exercises and team assignments. Participation in the games and debates is always voluntary.