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Project Management Fundamentals

Success often comes from doing the basics well. Understanding the fundamentals of project management is a critical factor in getting the job done, on time, within budget

Abstract

As organizations through the world have rapidly moved into a project centric culture, the need for skill and consistency in project management has become an essential ingredient for project and organisational success.

The course is based on the Project Management Institute *A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) – Fourth Edition, Project Management Institute, Inc., 2008*

Who should attend

Individuals who are new to project management, as well as those looking for formal project management training.

Syllabus

Business By Projects

- Program Framework
- Program Goals

The PMBOK® Guide approach

- The PMBOK® Guide Processes
- The PMBOK® Guide and the Program

The Project Environment

- What makes projects different?
- Why do projects fail?
- 15 reasons Why Projects Fail
- Criteria for Project Success

The Project Manager

- Leadership
- Communications
- Negotiation
- Team Building
- Motivation
- Conflict Resolution
- Problem Solving
- Planning
- Management

Objectives

- Know a standards based approach to project planning including scope, time, cost, quality and risk
- Know tools and templates and how to find them
- Identify the key elements to project execution and control
- Identify behaviours and develop strategies by which to implement the processes within your organization
- Improve your communication skills and awareness

Planning For Success

- The Value of Planning
- The Planning Process
- Understanding the Project
- Understanding the Stakeholders
- Identifying the Project Scope
- Planning Quality into the Project
- Scheduling the Activities
- Planning to Minimize Risk
- Calculating the Project Budget
- Planning for People
- Integrating the Project Planning Results
- Project Planning Checklist

Project Execution and Control

- Executing the Project Plan
- Managing Issues
- Controlling the Risk
- Controlling the Scope
- Tracking and Reporting the Project
- Progress
- Managing Change
- Assuring the Quality

Closing The Project

- Project Closeout and Checklists

Course Length: 2 days
Course Code:
PMFPMC2
PDU: 14



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