



## Project Management Fundamentals

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### Course Overview:

Students will benefit from this 1-day course by understanding the foundational principles of project management, improving their project management skills, utilizing tools and techniques to effectively manage projects, gaining a common project management language to improve communication, and learning frameworks to identify, manage, and mitigate risk. Concepts learned in this course are immediately applicable to ongoing projects.

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.

At this point in your professional development, you are ready to take on the responsibility for managing projects. You can manage a project by developing a solid understanding of the fundamentals of project management and its underlying structure and elements, including project phases, project life cycles, stakeholders, and areas of expertise. These, coupled with the ability to identify the project management processes that are recognized industry-wide as good practice, will help you to apply effective project management techniques to improve the efficiency of your projects and ensure their success.

### Audience:

This course is intended for anyone looking to enhance or reinforce their understanding of project management foundational concepts and techniques, including project support staff as well as new and experienced project managers. No prior experience required.

### Course Objectives:

In this course, you will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects. Attendees will learn 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
- Execute, manage, and control a project
- Close a project

# **PMF Course Outline:**

## **1 - Getting Started with Project Management**

- Identify the Characteristics of a Project
- Identify the Project Management Life Cycle
- Identify the Role of a Project Manager

## **2 - Initiating a Project**

- Determine the Scope of a Project
- Identify the Skills for a Project Team
- Identify the Risks to a Project

## **3 - Planning for Time and Cost**

- Create a WBS
- Sequence the Activities
- Create a Project Schedule
- Determine Project Costs

## **4 - Planning for Project Risks, Communication, and Change Control**

- Analyze the Risks to a Project
- Create a Communication Plan
- Plan for Change Control

## **5 - Managing a Project**

- Begin Project Work
- Execute the Project Plan
- Track Project Progress
- Report Performance
- Implement Change Control

## **6 - Closing the Project**

- Close a Project
- Create a Final Report