



College of Business Administration
Executive Center for Global Competitiveness

Fundamentals of Project Management Workshop

2 day, 14 PDU course

Jump start your projects. Map out your project's course and your destiny.

DESCRIPTION

As the course title indicates, in this course you will learn the fundamentals of project management. This course covers a wide variety of project management subjects and offers practical application to your current projects. This course covers the following topics:

- Project Management Foundation Concepts
- Project Management Process Groups
- Project Management Knowledge Areas
- Stakeholder Assessment
- Project Planning
 - Scope Statement
 - Work Breakdown Structure (WBS)
 - Estimating Resources, Durations and Costs
 - Communications Planning
 - Project Team Development
 - Quality Planning
 - Schedule Sequencing
 - Risk Management Planning
 - Procurement Planning
 - Schedule Development, Trade-off Analysis and Baseline
- Project Execution
- Monitoring & Controlling Project Work
 - Scope Verification and Control
 - Schedule Control
 - Cost Control & Earned Value
 - Managing Project Teams
 - Conflict Sources & Resolutions
 - Risk Monitoring & Control
 - Contract Administration
 - Performance Reporting
 - Issues Management
 - Variance Analysis
- Integrated Change Control
- Project Close-out
- Contract Close-out
- Bookshelving vs. Archiving
- Administrative Closure

This course is designed to give you a working knowledge of project management. You will be able to use these concepts the very next day on your projects, thus giving you the edge over your competition.

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Fundamentals of Project Management Workshop (cont'd)

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This course follows the best practices for Project Management as outlined in the Guide to the Project Management Body of Knowledge (PMBOK Guide®) from the Project Management Institute (PMI®)

LEARNING OBJECTIVES

This Fundamentals of Project Management workshop is interactive. It includes small group exercises, large group discussions, and instructor explanations.

Upon completion of this course, you will:

- Have a fundamental understanding of project management
- Understand the project management process groups and knowledge areas and their relevance in the course of a project
- Know the fundamentals of planning a project
- Know how to apply key aspects of project monitoring, control and closure
- Learn how to avoid typical pitfalls in project management

WHO SHOULD ATTEND

- Project Managers / Team Leaders
- Team Leaders moving into team leadership positions
- Key Team Members
- Functional Managers
- Process and Performance Improvement Team Members
- Business Planning Personnel

COURSE LENGTH

2 day, 14 PDU course

RECOMMENDED CLASS SIZE

Maximum of 20 participants

COURSE INVESTMENT

Please contact ECGC for details.

COURSE CANCELLATION DEADLINE

30 days before first day of training