



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)**

2 day, 14 PDU course

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

**COURSE INVESTMENT**

\$750/pp for instruction and \$125/pp for program materials

**COURSE CANCELLATION DEADLINE**

Five business days prior to the program