

Mastering Project Management - 3 Day

PDU's - 19.5

PMI's Talent Triangle Breakdown

Technical - 18.75

Leadership - 0.75

PMI's Certification Breakdown

PMP/PgMP - 19.50

PMI-ACP - 0.75

PMI-SP - 2.25

PMI-RMP - 3.50

PfMP - 0.75

PMI-PBA - 0.75

Course Description: This three-day course will provide an overview of the project management process. It will include applicable hands-on activities and team exercises to reinforce project management core competencies. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

Objective 1: Recognize the process groups and knowledge areas of project management

- Identify the benefits of project management
- Describe the project manager's role in project management
- Describe project charter
- Distinguishes the scope of a project including scope statement and scope definition
- Explain the work breakdown structure of a project including decomposition, milestones, critical path

Objective 2: Analyze activity sequencing and various tools: precedence diagramming method, arrow diagramming method, conditional diagramming methods

- Examine various estimating tools: analogous estimating, parametric estimating, PERT estimating, etc.
- Examine tools for schedule development including critical path method, duration compression, simulation, and critical chain method
- Interpret quality planning and examine tools such as benefit cost analysis, benchmarking, and flow charting
- Examine communication planning

(Continued on next page)

- Examine risk management planning and apply a risk management plan
- Analyze tools for risk identification: brainstorming, interviewing, SWOT analysis, Delphi technique, etc.
- Discuss risk monitoring and control

Objective 3: Discuss cost estimating and cost budgeting

- Explain earned value analysis including:
 - Schedule variance
 - Cost variance
 - Cost performance index
 - Schedule performance index
- Define and recognize procurement planning
- Examine contract types: fixed price, cost reimbursable, time and materials, unit price, and target price
- Discuss the solicitation process
- Examine request seller responses, solicitation, and bidder conferences

Objective 4: Define and describe the following:

- Project team
- Characteristics of effective and ineffective teams
- Destructive and supportive roles of team members
- Team motivation
- Team development

Objective 5: Evaluate how to perform quality assurance

- Discuss scope verification, control, and reporting
- Analyze ways to handle scope changes
- Identify scope creep
- Discuss schedule control
- Discuss cost control
- Define performance reporting

Objective 6: Summarize ethical considerations

Objective 7: Examine the process of closing a project including contract closure