Project Management Fundamentals

PDUs - 6.5

PMI's Certification Breakdown
PMP - 6.50

PMI's Talent Triangle Breakdown
Ways of Working (Technical) - 6.50

self-paced
online

Course Description: This course will focus on ways employees can run projects faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path, as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

Course Objectives:

Objective 1: Define the six-step project management process
- Examine the project's life cycle
- Identify the triple constraints of every project
- Define the project drivers

Objective 2: Discuss five ways to give proper leadership within culture
- Design an agenda for the first project team meeting
- Summarize major areas to brainstorm
- Manage brainstorming and planning meetings

Objective 3: Demonstrate interviewing techniques that will assist in determining project specifics
- Review constraint red flags to watch
- Show how to set, control and monitor project scope

Objective 4: Classify who to place on your project team
- Create a modified code of conduct for running an empowered team
- Label role descriptions and project responsibilities when you have no position power

Objective 5: Examine forms in scheduling a project and possible scheduling issues

- Formulate a Work Breakdown Structure

- Discover how to track multiple projects

- Evaluate a real time line

- Evaluate why time calculations are wrong

- Examine characteristics of a milestone

- Analyze strengths and weaknesses of a Gantt chart

Objective 6: Define the critical path

- Evaluate the strengths and weaknesses of a critical path

- Discuss how to handle delays

- Assess how to crash a project

Objective 7: Examine steps in creating a project budget and developing a master budget control process

- Discuss implementation of project plan

Objective 8: Identify seven things which must be communicated in every project

- Apply close down checklists and handoff procedures