

Project Management Concepts

Course Length – 2 Days

PDU's - 14

Course Description: This intensive two-day course provides an overview of the project management concepts and how they function within the organizational environment. It includes applicable hands-on activities and team exercises. 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 5 process groups and nine knowledge areas of *PMBOK® Guide*.

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

Course Objectives:

- Understand the 5 process groups and 9 knowledge areas of project management
- Understand the project manager's role in project management
- Define project charter
- Identify and detail the scope of a project including scope statement and scope definition
- Discuss scope verification and scope control
- Formulate a (WBS) work breakdown structure
- Define the real critical path
- Discuss decomposition techniques
- Define activity sequencing and various tools, precedence diagramming method
- Examine tools for schedule development including critical path method, duration compression, simulation
- Discuss schedule control
- Discuss quality planning and examine tools such as benefit cost analysis, benchmarking, and flow charting
- Create a sample communication plan
- Explore how to handle delays
- Examine risk management planning and detail a risk management plan
- Detail tools for risk identification: brainstorming, interviewing, SWOT analysis, Delphi technique, etc.
- Discuss risk monitoring and control
- Define and detail project team: characteristics of effective and ineffective teams, destructive and supportive roles of team members, team motivation, team development
- Define and detail performance reporting
- Discuss dealing with conflict and maintaining accountability
- Define and detail earned value analysis including schedule variance, cost variance, cost performance index, schedule performance index, etc.
- Examine the process of closing a project including contract closure
- Implement close down checklist and handoff procedures