

Project Management Fundamentals - 1/2 Day

***PDU*s - 3.5**
***CEU*s - 0.40**

PMI's Talent Triangle Breakdown

Technical - 3.00
Leadership - 0.50

PMI's Certification Breakdown

PMP - 3.50
PMI-ACP - 0.50
PMI-SP - 0.50
PMI-RMP - 0.50
PfMP - 0.50
PMI-PBA - 0.50

Course Description: This half-day course will focus on ways to gather requirements from your customer by using detailed questions. Participants will examine change and ways to control it, risk analysis, communication, and ways to disarm and control conflict. In addition, this course uses four case studies to allow participants to instantly apply the principals within an organizational setting. This course will follow Project Management Institute's 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: Define the process for gathering requirements

- Discuss the interview funnel
- Analyze benefits of conducting a requirements interview
- Design interview questions for gaining all requirements

Objective 2: Examine the change control process

- Discuss integrated change control
- Review guidelines for exploring change

Objective 3: Define risks and explore solutions

- Discuss categories of risk

Objective 4: Explain the communication plan process

- Discuss the three types of communication
- Discuss guidelines in creating a communication plan

Objective 5: Define conflict and confrontation strategies

- Discuss the seven stages of intergroup conflict
- Examine eight of the most common times for conflict

Project Management Fundamentals - 1 Day

*PDU*s - 6.5
*CEU*s - 0.70

PMI's Certification Breakdown
PMP - 6.50

PMI's Talent Triangle Breakdown
Technical - 6.50

Course Description: This one-day 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, and 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 use discussion, cases, and group activities to facilitate the course.*

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

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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