

## Project Management Concepts - 3 Days

### Course Description:

In today's dynamically changing business environment projects are initiated under tighter budgetary, resource and time constraints than ever before. This seminar focuses on the core project management skills required to manage any project and will provide the attendees with proven "real life" tools and techniques applied to a case study.

### Attendee Profile:

Project Leaders, Team Leaders, Project Managers, Line of Business Coordinators, who are responsible for the delivery of projects in a cross-functional environment.

### Course Goals:

- Develop a foundation in core project management concepts.
- Apply core project management concepts to managing projects.
- Discover and apply project management tools and techniques applicable to each phase of a project's Life Cycle.

### Course Outline:

#### Unit 1 – Introduction

Course Goals  
Student Introductions  
Class Objectives  
Class Materials  
Class Norms

#### Unit 2 – The Project Management Framework

What is a Project?  
Project Objectives  
The Triple Constraint  
What is Project Management?  
Role of the Project Manager  
Program Management/Portfolio Management  
Role of the PMO  
Phases and Life Cycles  
What is a Process?  
PMBOK Processes, Process Groups and Knowledge Areas

**Unit 3 – Concept Phase**

- Building a Business Case
- Project Stakeholders
- Project Initiation
- The Project Charter
- The Project Scope Statement
- Key components of Charter/Scope Statement
  - Project Objectives
  - Project Approach
  - Product Scope Description
  - Project Requirements
  - Project Boundaries
  - Project Deliverables
  - Product Acceptance Criteria
  - Assumptions/Constraints
  - Summary Schedule
  - Summary Budget
  - Initial WBS
  - Initial Defined Risks
  - Approvals

**Unit 4 – Development Phase**

- Defining Project Scope
- The Work Breakdown Structure
- Developing the Schedule
  - Activity List
  - Activity Sequencing
  - Duration/Resource Estimating
  - Schedule Development
  - Schedule Compression
- Developing the Budget
- Project Quality Management
- Project Communications Planning
- Project Risk Management
- The Performance Measurement Baselines

**Unit 5 – Construction Phase**

- Executing Processes
- Perform Quality Assurance/Quality Control
- Team Development
- Monitoring Project Progress
- Controlling variance
- Risk Monitoring and Control
- Integrated Change Control

**Unit 6 – Installation Phase**

- Acceptance of project deliverables
- Transition of project's product
- Transitioning the Project team

**Unit 7 – Maintenance/Support Phase**

- Post-Implementation Reviews
- Process Improvements
- Enhancements

**Unit 8 – Project Closeout**

- Closing out a project
- Contract closure
- Administrative Closure
- Project Archives
  - Gathering Lessons Learned
  - Course Closure