

Course duration

- 5 days

Course Benefits

- Learn to describe professional project management
- Learn to initiate a project
- Learn to plan project work
- Learn how to develop project schedules
- Learn how to develop cost estimates and budgets
- Learn how to plan project quality, staffing, and communications
- Learn to analyze risks and plan risk responses
- Learn how to plan project procurements
- Learn how to execute project work
- Learn to manage project procurement
- Learn how to monitor and control project work
- Learn how to monitor and control project schedule and costs
- Learn how to monitor and control project performance and quality
- Learn how to monitor and control project risks and procurements
- Learn how to close the project

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Getting Started with Project Management
 1. Components of Project Management
 2. Project Management and the Business
2. Project Management and the Organization
 1. Identify Organizational Influences
 2. Project Stakeholders and Governance

- 3. The Project Team
- 4. The Project Life Cycle
- 3. Working with Project Management Processes
 - 1. Project Management Processes and Knowledge Areas
 - 2. Identify Project Information
- 4. Initiating a Project
 - 1. Develop a Project Charter
 - 2. Identify Project Stakeholders
- 5. Planning a Project
 - 1. Develop a Project Management Plan
 - 2. Plan Scope Management
 - 3. Collect Project Requirements
 - 4. Define Project Scope
 - 5. Create a WBS
- 6. Planning for Project Time Management
 - 1. Plan Schedule Management
 - 2. Define Project Activities
 - 3. Sequence Project Activities
 - 4. Estimate Activity Resources
 - 5. Estimate Activity Durations
 - 6. Develop a Project Schedule
- 7. Planning Project Budget, Quality, and Communications
 - 1. Plan Project Cost Management
 - 2. Estimate Project Costs
 - 3. Determine the Project Budget
 - 4. Plan Quality Management
 - 5. Plan Human Resource Management
 - 6. Plan Communications Management
- 8. Planning for Risk, Procurements, and Stakeholder Management
 - 1. Plan Risk Management
 - 2. Identify Risks
 - 3. Perform Qualitative Risk Analysis
 - 4. Perform Quantitative Risk Analysis
 - 5. Plan for Risk Response
 - 6. Plan Project Procurements
 - 7. Plan Stakeholder Management
- 9. Executing a Project
 - 1. Direct and Manage Project Work
 - 2. Perform Quality Assurance
 - 3. Acquire Project Team
 - 4. Develop Project Team
 - 5. Manage a Project Team
 - 6. Manage Communications
 - 7. Conduct Procurements
 - 8. Manage Stakeholder Engagement
- 10. Managing Project Work, Scope, Schedules, and Cost
 - 1. Monitor and Control Project Work

2. Perform Integrated Change Control
 3. Validate Project Scope
 4. Control Project Scope
 5. Control the Project Schedule
 6. Control Project Costs
11. Controlling the Project
1. Control Project Quality
 2. Control Communications
 3. Control Project Risks
 4. Control Project Procurements
 5. Control Stakeholder Engagement
12. Closing a Project
1. Close Project or Phase
 2. Close Procurements

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Project Management class:

- Familiarity with project management concepts and some working experience with project management are required. Experience with a specific project management software tool is not required.

Experience in the following *would be useful* for this Project Management class:

- Basic computing skills and some experience using Microsoft Office is desirable but not required.