Project Management

Duration: 4 Days *(Face-to-Face & Remote-Live)*, or 28 Hours *(On-Demand)*

Price: $2095 *(Face-to-Face & Remote-Live)*, or $1495 *(On-Demand)*

Discounts: We offer multiple discount options. Click here for more information.

Delivery Options: Attend face-to-face in the classroom, remote-live or via on-demand training.

Description

Students will broaden their awareness of formal project management practices through classroom lecture combined with discussion and learning activities. The course promotes the application of proven practices by providing a more structured approach to project management. Participants are encouraged to use current project management challenges for class discussion. The discussions and learning activities enable the student to apply immediate solutions to real-time project management challenges.

The project management course is appropriate for both newer and experienced project professionals, affording students both fundamental and intermediate training. The course focus is on project management processes and as such applies to every domain. The course is aligned with the Project Management Institute's Project Management Body of Knowledge Guide Sixth Edition (PMBOK® Guide 6th Edition). As such, the course touches on predictive, incremental and adaptive project development methodologies. The learning objectives include distinguishing the 49 processes detailed in the PMBOK® Guide 6th Edition which are widely recognized as defining best practices for most projects much of the time. PMBOK® is a registered trademark of the Project Management Institute, Inc.

The PMI® (Project Management Institute (PMI) is a leading source of project management certifications. This course does not include the cost of any PMI credentials. Qualified students are encouraged to pursue credentialing opportunities by visiting the PMI website. Please visit the PMI website for details on certification, certification testing centers and PDU requirements.

This class does provide 28 hours of formal project management education needed for PMI certifications such as Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® as well as earning PDU's required for maintaining PMI certification. PMI®, CAPM® and PMP® are registered trademarks of the Project Management Institute, Inc.

Prerequisites

This course is designed for project managers, team members, and senior managers looking to acquire a firm grasp of specific steps in the project management process.

Course Overview

Project Management Basics And Terminology

- Project Life Cycle – Planning, Implementation and Control
- Skills Required for a Project Manager
- Project Manager's Responsibilities

Planning Project Work To Meet Stakeholders' Requirements

- Scope Statement
- Organizing the Project into Manageable Chunks
    - Work Breakdown Structure (WBS)
- Developing a Flexible Project Management Plan
- Project Management Software Tools

Developing Project Schedule, Cost Estimates And Budget

- Defining and Sequencing Work Activities
- Activity Resource Assessment and Planning
- Activity Duration Estimates
    - Critical Path Methodology (CPM)
    - Gantt Chart Schedule Development
- Cost Estimates and Cost Baselines
    - Analogous Cost Estimation
    - Bottom Up Estimating
    - PERT and Triangular Range-Based Estimating
- Schedule Management
    - Sequencing Activities
    - Parametric Estimating

Initiating The Project

- Project Evaluation and Selection
- Identifying Project Phases
- Planning and Obtaining Funding
- Identifying Project Stakeholders
- Building and Sustaining Commitment

Human Resource Management

- Developing a Human Resource Plan
- Using the Work Breakdown Structure (WBS) to Identify Team Members Needed for a Project
- Using Rewards and Recognition to Motivate Employees

Planning Project Quality, Staffing And Communications

- Developing the Quality Plan
    - Differences Between Quality and Grade
    - Using Root Cause Analysis (RCA) to Solve Problems
- Project Team Member Acquisition
- Developing the Communications Plan
    - Internal Progress Reporting
    - External Marketing Messages
    - Stakeholder Updates

Risk Identification, Analysis and Planning

- Risk Identification and Management Plan
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Responses

Managing for Optimal Results

- Quality Assurance
- Project Team Management
- Anticipating and Avoiding Problems
- Recovering from Setbacks

Monitoring And Controlling Project Scope, Schedule And Cost

- Managing Change Requests
- Controlling Project Scope
- Controlling Project Schedules
- Monitoring and Controlling Project Costs
    - Monitoring Schedule and Cost Variances Using Earned Value Analysis (EVA)
- Project Performance Reporting

Planning Project Procurements

- Statements of Work
- Awarding Contracts
- Procurement Documentation and Tracking

Monitoring And Controlling Work Toward Deliverables

- Quality Control
- Stakeholder Management
- Monitoring and Controlling Project Risk
- Avoiding Schedule Slippage
- Contract Administration

Closing The Project

- Closing Individual Phases
- Closing Procurements
- Closing the Project