

# Project Management Fundamentals

## Two Day Workshop – Course PM10

### Summary

This two-day seminar provides participants with an introduction to all 10 of the Project Management Institute (PMI) knowledge areas and the best practices in formal project management methodology. The class introduces the basics of the triple-constraint model – scope management, time management, and cost management – then it presents the essentials of quality management and risk management. As this is an introductory class there will be a few exercises to give the students a chance to get some hands-on learning in these areas.

### Approach

The approach will be facilitative with a combination of theory and some hands on practice.

### Duration

2 days

### Who Should Attend?

The primary audiences for this course are people who lead projects and managers. The secondary audience for this class is project team members. Students on a track to take the PMP examination should consider taking this course.

### Seminar Outline:

This seminar provides participants with a process that introduces them to the key points of project management methodology as presented in the *PMBOK® Guide, 6<sup>th</sup> Edition*. Specifically they will learn about these knowledge areas:

#### 1 – Introduction to Project Management

##### – The Basics

- CHAOS - Project Success Factors
- Triple Constraint
- Project, Programs and Portfolios
  - Exercise – Projects, Programs and Portfolios
- Constraint and Assumptions
- Deliverables, Activities, and Processes
- Process Groups
- Knowledge Areas

#### 2 – Project Integration Management

- Purpose Of Project Integration Management
- Project Integration Management Processes
- Develop Project Charter
  - The Charter
  - Exercise – Project Charter
- Develop Project Management Plan
- Direct and Manage Project Work

- Manage Project Knowledge
- Monitoring and Controlling Cycle
- Monitoring and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

#### 3 – Project Scope Management

- Triple Constraint
- Scope Management
  - Scope Management Processes
- Plan Scope Management
- Project Scope Statement
- Work Breakdown Structure (WBS)
  - WBS Format 1 – Org Chart
  - WBS Format 2 – Outline
  - WBS Format 3 – Mind Map
  - Exercise – WBS
- Validate Scope
- Control Scope

#### 4 – Project Schedule Management

- Project Schedule Management

- Schedule Management Processes
- Plan Schedule Management
- Defining Activities
- Sequence Activities – Dependency and Precedence Relationships
- Estimate Activity Durations
- Critical Path
  - Exercise – Critical Path
- Control Schedule

- Dimensions of Communication
- Important Communication Skills
- Project Communications Management
- Plan Communications Management
  - Sample Communication Management Matrix
- Sender-Receiver Model of Communication
- Manage Communications
- Monitor Communications

**5 – Project Cost Management**

- Cost Management
- Cost Management Processes
- Plan Cost Management
- Estimating Costs
- Determine Budget
- Control Costs

**9 – Project Risk Management**

- Risk Management
- Simplified Risk Management
- Plan Risk Management
- Identify Risks
  - Exercise – Identify Risks
- Prioritizing Risks
  - Qualitative Analysis
  - Quantitative Analysis
- Plan Risk Responses
- Implement Risk Responses
- Monitor Risks
- Secondary Risk and Residual Risk

**6 – Project Quality Management**

- Quality Management
- Modern Quality Management
- Quality Management Processes
- Plan Quality
  - Group Discussion
- Manage Quality
- Control Quality
  - Control Quality – Inputs
  - QC – Tools And Techniques
  - Control Chart

**10 – Project Procurement Management**

- Project Procurement Management
- Plan Procurement Management
- Conduct Procurements
- Control Procurements

**7 – Project Resource Management**

- Project Resource Management
- Plan Resource Management
- Responsibility Assignment Matrix
- Estimate Activity Resources
- Acquire Resources
  - Multi-Criteria Decision Analysis
- Develop Team
- Manage Team
- Control Resources

**11 – Project Stakeholder Management**

- Project Stakeholder Management
- Who Are Your Stakeholders?
- Identify Stakeholders
  - Stakeholder Register
- Plan Stakeholder Management
  - Stakeholder Management Plan
  - Stakeholder Analysis
  - Power/Interest Grid
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement

**8 – Project Communications Management**

**12 – Class Wrap Up**

Students will gain experience with formal project management planning and control tools and techniques. They will participate in hand-on exercise with many tools and will receive a number of project management tools and templates as supplementary materials.