Project Management Concepts - 1 Day

PDUs - 6.5

PMI's Talent Triangle Breakdown
Ways of Working - 4.5
Power Skills - 1.0
Business Acumen - 1.0

PMI's Certification Breakdown
PMP - 6.5
PMI-ACP - 2.5
PMI-SP - 3.0
PMI-RMP - 2.5
PfMP - 2.0
PMI-PBA - 2.0

virtual
instructor-led

Course Description: This one-day course will provide an overview of project management concepts and their role within the organizational environment. It will include applicable hands-on activities and team exercises. Participants will learn tools and techniques to run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and 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: Recognize the process groups and knowledge areas of project management

- Examine the project manager's role
- Define project charter and project success
- Identify and detail the scope of a project, including the scope statement and scope definition
- Discuss freezing scope, scope validation, and scope control
- Formulate a Work Breakdown Structure (WBS)

Objective 2: Define the real critical path

- Discuss decomposition techniques
- Define activity sequencing and various tools, including the precedence diagramming method
- Examine tools for schedule development, including the critical path method, duration compression, and simulation
- Compare estimating techniques
- Discuss schedule control

Objective 3: Discuss quality planning

- Define and detail performance reporting

Objective 4: Examine communications management

Objective 5: Examine risk management planning

- Detail tools for risk identification: brainstorming, interviewing, SWOT analysis, Delphi technique, etc.
- Discuss risk control

Objective 6: Examine characteristics of effective and ineffective teams

- Discuss barriers to team development
- Examine team building and leadership skills

Objective 7: Define cost control, schedule control, and closing procurements

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Project Management Concepts - 2 Day

PDUs - 13.5

PMI's Talent Triangle Breakdown
Ways of Working - 9.00
Power Skills - 2.00
Business Acumen - 2.00

PMI's Certification Breakdown
PMP - 13.50
PMI-ACP - 5.00
PMI-SP - 5.00
PMI-RMP - 4.50
PfMP - 4.00
PMI-PBA - 4.00

face-to-face

virtual instructor-led

Course Description: will provide an overview of project management concepts and their role within the organizational environment. It will include applicable hands-on activities and team exercises. Participants will learn tools and techniques to run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and 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: Recognize the process groups and knowledge areas of project management

- Examine the project manager's role in project management
- Define the project charter
- Identify and detail the scope of a project, including the scope statement and scope definition
- Discuss scope verification and scope control
- Formulate a (WBS) work breakdown structure

Objective 2: Define the real critical path

- Discuss decomposition techniques
- Define activity sequencing and various tools, including the precedence diagramming method
- Examine tools for schedule development, including the critical path method, duration compression, and simulation
- Discuss schedule control

Objective 3: Discuss quality planning

- Examine tools such as benefit-cost analysis, benchmarking, and flowcharting
- Define and detail performance reporting

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Objective 4: Create a sample communication plan

- Assess how to handle delays

Objective 5: Examine risk management planning and detail a risk management plan

- Detail tools for risk identification: brainstorming, interviewing, SWOT analysis, Delphi technique, etc.
- Discuss risk monitoring and control

Objective 6: Define and detail the project team

- Examine characteristics of effective and ineffective teams
- Determine the destructive and supportive roles of team members
- Identify team motivation and team development
- Discuss dealing with conflict and maintaining accountability

Objective 7: Define and detail earned value analysis, including schedule variance, cost variance, cost performance index, and schedule performance index

Objective 8: Examine the process of closing a project, including contract closure

- Create a close down checklist and handoff procedures

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