

Project Management Concepts - 1 Day

PDU's - 6.5

PMI's Talent Triangle Breakdown

Technical - 6.00

Leadership - 0.50

PMI's Certification Breakdown

PMP/PgMP - 6.5

PMI-ACP - 0.50

PMI-SP - 0.50

PMI-RMP - 0.50

PfMP - 0.50

PMI-PBA - 0.50

Course Description: This one-day course will provide an overview of the project management concepts and how they function within the organizational environment. It will include applicable hands-on activities and team exercises. Participants will learn tools and techniques which will help them 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 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, precedence diagramming method
- Examine tools for schedule development including critical path method, duration compression, 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

Project Management Concepts - 2 Day

PDU's - 13.5

PMI's Talent Triangle Breakdown

Technical - 13.00

Leadership - 0.50

PMI's Certification Breakdown

PMP/PgMP - 13.50

PMI-ACP - 0.50

PMI-SP - 0.50

PMI-RMP - 0.50

PfMP - 0.50

PMI-PBA - 0.50

Course Description: This two-day course will provide an overview of the project management concepts and how they function within the organizational environment. It will include applicable hands-on activities and team exercises. Participants will learn tools and techniques which will help them 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 project charter
- Identify and detail the scope of a project including 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, precedence diagramming method
- Examine tools for schedule development including critical path method, duration compression, simulation
- Discuss schedule control

Objective 3: Discuss quality planning

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

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

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Objective 6: Define and detail project team

- Examine characteristics of effective and ineffective teams
- Determine 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, schedule performance index

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

- Create a close down checklist and handoff procedures