

Project Management Fundamentals

Overview:

Projects are managed according to a process and this process contains a set of tasks necessary for project success. This training will ensure participants have a greater understanding of the fundamentals of project management, and the techniques required to more effectively and efficiently manage a project.

After completing this course, students will know how to:

- Define a project
- Identify the features and attributes of a project
- Recognise the steps and variables of the project management process
- Understand the components of a project
- Project plan
- Keep a project moving
- Monitor projects
- Close a project
- Develop the work breakdown structure (WBS)

Designed for: This course is suitable for all staff members.

Duration: 2 days

Content:

The fundamentals of project management

- Project definition
- What is project management?
- Project management characteristics
- Project management constraints
- Project constraints
- The role of the project manager
- Rate yourself as a project manager

Project management life cycle

- Project management life cycle

Scope the project

- Scoping the project
- Project charter
- Project charter example
- Completing a project charter
- Project team roles

Plan

- Developing a work breakdown structure
- Approaches to developing a WBS
- Top down approach
- Team approach
- Sub-team approach
- Bottom up approach
- WBS success criteria
- WBS example
- Estimating effort
- Estimating
- Develop a WBS
- Risk management

Monitor / control

- Monitor and control
- Essential elements of monitor and control
- Keeping the project moving
- Common sources of differences
- Negotiating tactics
- Successful communicators
- What is communication?
- Project communication
- Recording actuals

Close

- Essential elements of the close stage
- The close-out report

Actions

Appendix: PM glossary



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