



### **Project Management Fundamentals**

Duration: Four days  
Location: Your site  
Cost: Daily rate, up to ten people

#### **Seminar includes:**

Project Management book  
Course workbook  
28 hours of course time  
Project management lectures  
Exercises  
Review quizzes

### **Project Management and the Big Picture**

Defining what a project is – and is not  
Defining project management  
Defining the project lifecycle  
Defining the project management lifecycle  
How organizations finish projects

### **Initiating the Project**

Selecting the project to be initiated  
    Why projects are created  
    Benefit measurement methods  
Writing the project charter  
    Purpose of the charter  
    Charter contents  
Projects and the organizational structure  
    Functional  
    Weak matrix  
    Balanced matrix  
    Strong matrix  
    Projectized matrix

### **Planning the Project**

Planning and defining the real project scope  
Creating the WBS  
    Scope decomposition  
    Work packages  
    WBS dictionary  
Working with the project activity list  
Estimating time and resources

- Analogous estimates
- Parametric estimates
- Three-point estimates
- Parkinson's Law
- Developing the project schedule
  - Network Diagrams
  - Crashing
  - Fast tracking
- Estimating the project costs
  - ROM
  - Budget
  - Definitive
- Analyzing the project's risks
  - Risk identification
  - Qualitative analysis
  - Quantitative analysis
- Creating risk responses
  - Avoidance
  - Mitigation
  - Transference
  - Sharing
  - Enhancing
  - Exploiting
  - Acceptance
- Planning for the project's contracts
  - Fixed price
  - Cost plus contracts
  - Time and materials
- Creating the project management plan
  - Project scope management plan
  - Schedule management plan
  - Cost management plan
  - Quality management plan
  - Process improvement plan
  - Staffing management plan
  - Communications management plan
  - Risk management plan
  - Procurement management plan
  - Milestone list
  - Resource calendar
  - Project calendar
  - Schedule baseline
  - Cost baseline
  - Quality baseline
  - Risk register

### **Executing the Project**

- Executing the project's plans
- Adhering to QA
  - QA Programs
  - Deming
- Acquiring and developing the project team
- Communicating the project news

Working with vendors

### **Monitoring and Controlling the Project**

Monitoring and controlling the project work

Performing scope control

- Change requests

- Iron Triangle of project management

- Scope creep

- Corrective actions and preventive actions

Using Integrated change control

Performing scope verification

Controlling the project schedule

Controlling the project costs

Performing QC

- QC is inspection

- QC charts

Managing the project team

Reporting on the project performance

- Earned value management

- Quality issues

- Common sense

Managing the project stakeholders

Monitoring and controlling project risks

Administering the project contracts

### **Closing the Project**

Closing the project

- Administrative closure

- Contract closure

- Final project results

- Organizational processes assets

Closing the project's contracts

- Closed contracts

- Organizational processes assets

### **Project Management Certifications**

CompTIA Project+ Certification

- Certification details

- Exam specifics

- Costs

Project Management Professional certification

- Certification details

- Exam specifics

- Costs

Certified Associates in Project Management certification

- Certification details

- Exam specifics

- Costs