Introduction to Project Management

Whether you're looking at career advancement or simply a way to get a job done well, project management offers valuable skills. Learn why the tools and techniques project management professionals use are so effective in both professional and personal endeavors. Apply concepts based on the Project Management Body of Knowledge (PMBOK®) to group projects.

Who Should Take This Course?

This course is designed for individuals who wish to gain knowledge of industry standards and best practices and for individuals who are new to project management and seek tools and techniques to increase success. This is a required course for the Project Management certificate program.

Course Objectives

- Discuss key industry standard terms and concepts.
- Examine key project life cycle processes.
- Apply various professional project management tools and techniques to complete projects on time, on budget, and with high customer satisfaction using a case.

Course Details

- Length: 15 hours
- Format: Lecture Classroom
- Class size: Maximum 25 Students
- Prerequisites: None

The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.
Course Contents

Discuss key industry standard terms and concepts

a. State the purpose and role of the Project Management Institute
b. Define “project” and “Project Management”
c. Differentiate between project management and other management types
d. Define the role of a Project Management Office (PMO)
e. Explain the purpose of the Project Charter
f. Explain the purpose of the Scope Statement
g. Identify the characteristic behavior of teams at each of the five stages of team development
h. Describe the phases of the project life cycle
i. Describe the value and use of the Work Breakdown Structure in project planning
j. Explain the purpose of the Responsibility Assignment Matrix (RAM)
k. Recognize common estimating techniques
l. Discuss how the project baseline is determined from four key elements
m. Describe how the Earned Value Method (EVM) is used to monitor project progress
n. Decode common project management acronyms

Examine key project life cycle processes

a. Describe the Project Management Process
b. Relate the “SMART” principle to project planning
c. Describe effective ways to determine the customer’s needs
d. Describe common strategies for risk management
e. Explain how to create and use key elements of a project plan
f. Identify strategies for communications management
g. Discuss techniques for effective change control
h. Recognize the purpose of configuration management
i. Discuss the importance of effective data management

j. Distinguish quality assurance activities from quality control activities

k. Identify and describe key procurement management elements

l. Identify various conditions of project closure

**Apply various professional project management tools and techniques to complete projects on time, on budget, with high customer satisfaction using a case**

a. Define the project using a project charter and scope statement

b. Establish project scope using a Work Breakdown Structure (WBS)

c. Create a project schedule by calculating the critical path using a network diagram

d. Determine the project baselines (cost, schedule, performance, and scope)

e. Explain effective methods for addressing different stakeholder needs

f. Define various reporting methods to effectively communicate project activity

g. Discuss effective issue management techniques

h. Summarize the purpose of lessons learned