



Project Management Basics - 4 e-Learning Courses

fact sheet

Objective:

For people with no Project Management experience and who cannot attend instructor-led classes.

Key Learning Points:

COURSE 1 - Project Management Leadership & Language

- Why project management is a critical skill set today
- The common language of project management
- 29 key terms and concepts you must know
- Action and leadership qualities of the best project managers

COURSE 2 - Analyzing, Planning & Scheduling

- Four-step project management methodology
- Define “customers”, business reasons and “deliverables”
- Analyze and organize a project - work breakdown structure
- Scheduling work assignments, networks and timelines

COURSE 3 - Resource, Budgets & Implementation

- Resources - people, equipment and supplies
- Living within a budget and with limited authority
- Dealing with vendors and contractors
- Implement, start up and follow up - performance management

COURSE 4 - Project Management Controls, Risks, Communications & Time Management

- Risk management and overcoming obstacles
- Communications in projects - who? when? what medium?
- Project time management and setting priorities

Learning Model:

1. **Clickable Menu** - A menu permits selection of any lesson -- click on the lesson for short bursts of text then enter and begin the module.
2. **Case Study to Integrate Lessons** - Students learn by working on a sample case study which is woven into all four courses.
3. **Technology that Enhances Learning** - To keep things interesting click and drag exercises, animated movies and voice-over narrations are embedded into each course.
4. **Reference Documents** - Enhances the learning experience and can be downloaded and printed.
5. **Quiz that Confirms Learning and Provides Feedback** - Students can measure what they have retained. Each course is followed by a post test.
6. **Short Lessons** - Each lesson is brief and can be completed in chunks of time at your convenience. This makes it easy to work into your schedule and also keeps you motivated.
7. **Pop-up Glossary** - All terms are blue lined so you can click on them for instant explanation.
8. **Tool Kit** - Download and take away for future projects.

Recommended for:

Anyone in your company - executive, senior manager, team leader and individual contributor who has never had any formal training in project management; who has been assigned projects to do but no project management methodology or strategy, and cannot or will not attend regularly scheduled classes.

Pre-requisite:

None

Length:

Four - 1 hour classes (Classes can be taken in any order 24X7. Requires computer with WindowsOS and two plug-ins from Macromedia and Shockwave)

CEU Credits:

0.2 per course

Certification and Accreditation:

These courses are approved by America's Project Management Institute (PMI). Those who complete these courses earn 10 contact hours or 10 Professional Development Units (PDU's).