



Project Management Basics Course - 1 Day

f a c t s h e e t

Course Description:

This 1 Day PM Basics course will emphasize fundamental principles of project management, as well as a basic introduction to tools, techniques, and “best practices” according to the Project Management Institute’s (PMI®) standard: The Project Management Body of Knowledge, *PMBOK® Guide*. Interactive demonstration of PM processes will utilize case studies developed in class and in-class exercises, discussions, and sample templates. Group exercises and a “workshop” approach to learning supplement a lecture-based review of PM best practices. Learning objectives are applicable to a wide range of project types, such as manufacturing, supply chain, IT, R&D, construction, operations support, regulatory or government projects, and business improvement initiatives. Student manuals, handouts, and exercises are provided, in addition to an electronic “toolkit” containing templates, tools, and forms used in class.

Learning Objectives:

Participants will learn...:

Foundational Concepts (PM Framework)

- Building a Common Language
 - The “Project Matrix” Environment
 - The PM “Triple Constraint”
 - *Team Formation and “Case Study” Selection*

Project Initiation

- Business Case and the Project Charter
- *Stakeholder Analysis*

Project Planning

- The “Project Management Plan”

Scope

- Scope and Requirements Definition
- *Creating and Using the WBS*

Schedule

- Schedule Development
- *Network Diagram and Timeline*

Cost

- Cost Estimating and Budgeting
- *Resource Estimates*

Risk Management

- Risk Identification, Analysis & Response
- *Risk Register*

Audience:

For people with little or no project management experience, at any level of management, who have to support or work with projects in any part of the organization and need to “speak the PM language.”