



PROJECT MANAGEMENT BASICS (PMB) - 4 COURSES

ONLINE SELF-PACED LEARNING

OBJECTIVE / RECOMMENDED AUDIENCE:

For people with no Project Management experience or formal training who need to communicate with others in the organization working on their projects.

PROJECT MANAGEMENT BASICS FOUR SUB-COURSES:

Course 1: Project Management Process and Roles

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

Course 2: Organize and Plan a Project

- Five-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 a Project, People, Skills and Equipment

- Resources - people, equipment and supplies
- Dealing with vendors and contractors
- Implement, start up and follow up - performance management

Course 4: Implementing Projects: Risks, Costs, Communications, Metrics and Control

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

INSTALL ON YOUR LMS

Project Management Basics is installed on your organization's Learning Management System by your internal staff. Any employee can then register for the PMB courses as they would for any other organizational online course.

Billing: Quarterly LMS enrollment reports will be provided to PCI Global for billing.

ACTIVE LEARNING MODEL: Each PMB sub-course is led by a top PM instructor that presents and carefully explains each concept, skill and tool, with examples of applications and answers to common questions. *See how students will learn below.*

TOOL KIT: Unlike any other vendor, PCI Global's BASICS course includes (at no extra cost) its own connected TOOL KIT in each sub-course that the students use to complete assignments as instructed by their PM instructor. The students download their own copy of the tool kit, read the short case study and work on the specific tool related to the subject being covered by the PM instructor.

HOW STUDENTS WILL LEARN

- Learn each lesson by reading and listening to a top PM instructor carefully reviewing and explaining each slide and line
- Review one page case study
- Download and use Tool Kit for each sub-course
- When instructed, pause course to fill in each tool themselves. Save.
- Return to course after completing tool kit assignment to SEE correct answer immediately
- Compare their answers to correct answers with explanation from instructor for each correct answer
- Move onto next lesson, next lecture, next tool
- Take Sub-Course Exam when completed

CERTIFICATE OF COMPLETION

After completing and passing the end of course exam for each of the Project Management Basics four sub-courses, each student will receive a Certificate of Completion that then can be used to submit for formal course credits.

Pre-Requisite: None

PDU/Contact Hours: Eight (8) hours to complete Project Management Basics Course

SCORM Compliant

FS#307v1-30-23