Project Management

Audience : This series is for anyone wanting to learn about project management. It can also be helpful in preparing for the Project Management Institute project management certification.

Description & Benefits: This series provides a detailed examination of project management concepts and strategies. It discusses the seven components of a management system and the five phases of the project life cycle, and looks at factors that affect cost and quality. The project manager's role is explored in detail, and strategies for defining the project are examined. Tasks such as developing the work Breakdown Structure, estimating and schedule resources, scheduling computations, and tracking project activities are discussed. The close-out phase of a project is also covered. Other topics include formalizing project management standards, developing a project team, and strategies for becoming a more effective project manager.

Prerequisites: None

Course Content

- Project Management Overview – including: Definition of project and project management, the project management system, the project life cycle, Project constraints, the cost of quality, managing small projects, Gaining organizational support.

- Understanding the project Manager's Role – including: Traits of a project manager, Responsibilities and duties, the need for good people skills, the importance of leadership, effective meeting guidelines, Problems in assuming multiple roles.

- Defining the Problem – including: The importance of the definition phase, stakeholders, aspects of definition phase, solving closed-ended problems, defining open-ended problems, the project charter.

- Determining the Strategy – including: Definition of Strategy, Steps to Determine Strategy, Develop the strategies List, Rank the Strategies List, Identify Risk, Contingency Planning, People Problems.

- Developing the Work Breakdown Structure – including: WBS basics, Identifying tasks, WBS procedures, WBS guidelines, Network Diagram basics, networking diagram procedures.

- Estimating and Scheduling Resources – including: Basics of Scheduling, The Definition of Estimating, Estimating Methods, Resource Estimates, Basics of Budgeting, Approval of Work Plan, Project Management Software.

- Understanding Scheduling Computations – including: Basics of scheduling computations, Forward pass computations, backward pass computations, Activity maximum float, Network calculations, and constrained end date scheduling, Reducing activity durations and Use of the bar chart.

- Tracking Project Activities – including: Basics of Control, Guidelines for Controlling a Project, Approaches to Monitoring, Graph Analysis, Spreadsheet Analysis, Status Reporting, Review Meetings, Accommodating Changes Deviations

- Closing Out the Project – including: How Projects End, Closing a Project, Verification and Approval of Results, Reallocation of Resources, Delivery of Results, Final Report.

- Formalizing Projects – including: Developing a project methodology, Roles and Responsibilities, Deliverables and approvals, Process Review, ISO requirements.

- Developing Project Teams – including: Definition of Team, How Project Teams Are Different, Team Building, Communication, Issues in Team Building, Team Member Roles and Responsibilities, Teams and Decision Making, An Individual's Needs, Differences in Thinking Styles.

- Ensuring Your Own Effectiveness – including: The values approach, Life planning, Time Management guidelines, Speaking and writing skills, Certification.