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## Project Management Concepts - 3 Days

### Course Description:

In today's dynamically changing business environment projects are initiated under tighter budgetary, resource and time constraints than ever before. This seminar focuses on the core project management skills required to manage any project and will provide the attendees with proven "real life" tools and techniques applied to a case study.

### Delivery Methods

- Instructor led Classroom environment
- Virtual Web-based

### Duration

Three Days

### Audience

Project Leaders, Team Leaders, Project Managers, Line of Business Coordinators, who are responsible for the delivery of projects in a cross - functional environment.

### Prerequisites

- There is no prerequisite for this course

### Program Objectives

- Develop a foundation in core project management concepts.
- Apply core project management concepts to managing projects.
- Discover and apply project management tools and techniques applicable to each phase of a project's Life Cycle.

### Program Contents

#### Unit 1 – Introduction

- Course Goals
- Student Introductions
- Class Objectives
- Class Materials



- Class Norms

## Unit 2 – The Project Management Framework

- What is a Project?
- Project Objectives
- The Triple Constraint
- What is Project Management?
- Role of the Project Manager
- Program Management/Portfolio Management
- Role of the PMO
- Phases and Life Cycles
- What is a Process?
- PMBOK Processes, Process Groups and Knowledge Areas

## Unit 3 – Concept Phase

- Building a Business Case
- Project Stakeholders
- Project Initiation
- The Project Charter
- The Project Scope Statement
- Key components of Charter/Scope Statement
- Project Objectives
- Project Approach
- Product Scope Description
- Project Requirements
- Project Boundaries
- Project Deliverables
- Product Acceptance Criteria
- Assumptions/Constraints
- Summary Schedule
- Summary Budget
- Initial WBS
- Initial Defined Risks
- Approvals

## Unit 4 – Development Phase

- Defining Project Scope
- The Work Breakdown Structure
- Developing the Schedule
- Activity List
- Activity Sequencing
- Duration/Resource Estimating



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- Schedule Development
  - Schedule Compression
  - Developing the Budget
  - Project Quality Management
  - Project Communications Planning
  - Project Risk Management
  - The Performance Measurement Baselines

#### Unit 5 – Construction Phase

- Executing Processes
- Perform Quality Assurance/Quality Control
- Team Development
- Monitoring Project Progress
- Controlling variance
- Risk Monitoring and Control
- Integrated Change Control

#### Unit 6 – Installation Phase

- Acceptance of project deliverables
- Transition of project's product
- Transitioning the Project team

#### Unit 7 – Maintenance/Support Phase

- Post-Implementation Reviews
- Process Improvements
- Enhancements

#### Unit 8 – Project Closeout

- Closing out a project
- Contract closure
- Administrative Closure
- Project Archives
- Gathering Lessons Learned
- Course Closure

### **Program Material (handout)**

- A printed copy of the student manual will be distributed to the participants.