



Project Management Skills Training Course Outline

Foreword:

This course is built on the Project Management Body of Knowledge (PMBOK) - the Project Management Institute (PMI) bible.

It includes the processes and knowledge areas promoted as Project Management best practice. This global standard allows consistent procedures, methods, and processes to be applied to any project and measured equally.

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Learning Outcomes

By the end of this course participants will be able to:

- Define projects, project management, and project managers
- Identify the importance of the PMBOK and PMI
- Identify the five process groups and nine knowledge areas as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment and write goals, requirements, and deliverables
- Create key project documents, including the statement of work, project planning worksheet, and project charter
- Build a project schedule by estimating time, costs, and resources
- Understand and use the work breakdown structure
- Create project planning documents, such as a schedule, risk management plan, and communication plan
- Use planning tools, including the Gantt chart, network diagram, and RACI chart
- Establish and use baselines
- Monitor and maintain the project
- Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project

Course length:

2-days

Project Management Training Course - Lesson 1 **Key Concepts - Part One**

- What is a Project?
- What is a Project Management?
- What is a Project Manager?

Project Management Training Course - Lesson 2 **Key Concepts - Part Two**

- About the PMBOK and the PMI
- The Five Process Groups
- The Nine Knowledge Areas
- The Triple Constraint

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Project Management Training Course - Lesson 3 **Initiation - Part One**

- Assessing Needs and Wants
- Identifying your Stakeholders
- Creating SMART Objectives
- Creating Requirements

Project Management Training Course - Lesson 4 **Initiation - Part Two**

- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

Project Management Training Course - Lesson 5 **Planning - Part One**

- Estimating Time
- Estimating Costs and Resources
- Building the Work Breakdown Structure

Project Management Training Course - Lesson 6 **Planning - Part Two**

- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

Project Management Training Course - Lesson 7 **Planning Tools**

- The Gantt Chart
- The Network Diagram
- The Critical Path
- Going the Extra Mile: Optional Tools

Project Management Training Course - Lesson 8 **Maintaining and Controlling - Part One**

- Establishing Baselines
- Monitoring Baseline Variances
- Schedule Reduction Methods

Project Management Training Course - Lesson 9 **Maintaining and Controlling - Part Two**

- Leading Successful Status Meetings
- Managing Change Monitoring Risks

Project Management Training Course - Lesson 10 **Closing Out**

- Administrative Tasks
- Personnel Tasks
- Scope Verification
- Document Checklist

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