

Project Management Fundamentals

Project management combines the science of managing process with the art of leading people.

Successful project management involves having a clear vision and practical tools to assist through all stages of the project life cycle.

Based on world renowned project management concepts and principles, this fundamentals course develops your project skills and knowledge and provides the tools and guidelines necessary for you to plan and manage projects, supporting team members through the change process.

Snapshot

Duration: 2 days

Learning Outcomes

- Identify useful tools for determining a project scope and deliverables
- Develop a risk management plan
- Identify a clear schedule and specific project budget from a 'Work Breakdown Structure'
- Outline the major features of Microsoft Project in project planning
- Develop a project communications plan to effectively communicating change
- Use tools to track a project, and create strategies to monitor deliverables
- Use project templates to support your project management practices
- Identify your personal project management style and explore strengths and areas to improve
- Determine strategies to create a positive project team environment and empower individual contributors

Course Content

An Overview of Project Management

- An introduction to project management
- Defining a project
- What is project management?

The Lifecycle of a Project

- The 9 functions of project management
- The project lifecycle: 4 stages of project management
- The pillars of influence

Project Initiation

- The project initiation phase Identify the client
- Determine the project objectives
- Define the stakeholders
- Define the scope and deliverables
- What are the constraints to the project?
- Determine the priorities Identify and assess risks
- The risk management process
- Clarify major roles and responsibilities
- Review previous project documentation
- The project management charter

Change Management

- The impact of change on performance
- Understanding the change response
- Responding to new ideas
- Being a change manager

The Role of a Project Manager

- Traits of a great project manager
- What type of project manager are you?
- Creating a positive team environment
- Encouraging accountability

Project Planning

- Create the work breakdown structure
- Define the project schedule
- Determine the specific budget
- Using Microsoft Project as a planning tool
- Define the change control process
- Identifying the project team
- Refine the risk management plan
- Finalising the Project Plan

Project Implementation

- Getting the job done
- Monitoring task status
- Project status report
- Monitoring the change control process
- Update issues log
- Update risk management plan

Closing the Project

- Verify client acceptance
- Project team review
- Completing project close report
- Archiving documents
- The 7 keys to project success

Focusing on Your Project

- Developing your project charter
- Developing your project plan

Project Documentation

- Project charter
- Project plan
- Project status report
- Change request form
- Change request log

Action Plan

- Planning to put knowledge and skills into effect