

**Course: Project Documentation**

**ID:** 1384-PD101

**Contact Hrs. / PDUs:** 7

**Course Length:** 1 Day

**Course Description:** This one-day course provides participants with a critical review of the documentation necessary to ensure quality project communications and records as well as the methods used to quickly and easily produce such material. Participants will gain hands-on experience using MS Project, databases and other tools to produce quality project documentation.

**Course Objectives:** Learn the keys to

**Target Audience:** This course is best suited for all levels of project management professionals.

**Prerequisites:** None

**Provided Material:**

- Course binder

**Key Course Topics:**

- Introductions
  - What makes projects succeed or fail?
  - What knowledge do you need to succeed?
  - What is the role of certification?
  - 6 things every project must have
- The basics of project management
  - The PM process areas
  - Processes vs. methodologies why care?
  - How does it all fit together?
  - The basic steps of PM
  - Starting a project (charters, charters, charters)
  - Your statement of work (SOW)
- Stakeholder management
  - Finding your sponsor
  - Who are your key stakeholders
  - Determining how and when do deal with stakeholders
  - Tools for effective stakeholder management
- Project scope management
  - What is the WBS
  - Activities vs. work packages
  - What is the difference between scope and requirements
  - Project vs. product scope
- Developing effective budgets and schedules
  - The types of estimating (when and where to use them)
  - When to use network diagrams, Gantt Charts and other tools
  - Understanding the triple constraints



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