

Course: Introduction to Project Management

ID: 1384-PM101

Contact Hrs / PDUs: 21

Course Length: 3 Days

Course Description: This three-day course focuses on introducing participants to the basics of positive project management. The course is taught with focus placed on the ANSI and IEEE accepted standards for professional project management as defined by the Project Management Institute (PMI®). This course is best suited for persons new to project management or desiring a refresher on the basics. The course is especially effective when taken by entire project leadership teams. Participants in this course will learn a basic foundation of professional project management and how to apply it in the rapidly changing environment. At the end of the course, participants will have the knowledge necessary to successfully manage a project.

Course Objectives:

- Learn to manage a small to mid-sized project in the real world
- Learn all the tools and modeling of the profession
- Learn your personal gifts and areas for improvement

Target Audience: People interested in learning the practical application of project management. This course is all about learning how to do it in the real world!

Prerequisites: None

Provided Material:

- Course Manual
- 2015 PMBOK® Guide (Book)
- Inscape Team Dimensions Profile

Course Outline:

- **Lesson 1:** Introductions
 - Current PM performance
 - 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
 - Hard vs. soft skills, how do you measure up?
- **Lesson 2:** Teams and Leadership
 - Understanding the natural roles and approaches of people
 - The challenges of change
 - The five common errors of leaders
 - The five common errors of teams
- **Lesson 3:** Communication is the key to success
 - Defining the communication plan
 - Selecting communication methods
 - How to avoid "Death By Meeting"
 - Tools for effective communication
- **Lesson 4:** The Basics of Project Management
 - The PM process areas
 - Processes vs. methodologies why care?
 - The PM knowledge areas
 - How does it all fit together?
 - Project selection methods
 - The basic steps of PM
 - Starting a project (Charters, Charters, Charters)
 - Your Statement of Work (SOW)
- **Lesson 5:** Stakeholder Management
 - Finding your sponsor
 - Who are your key stakeholders
 - Determining how and when do deal with stakeholders
 - Tools for effective stakeholder management
- **Lesson 6:** The Work Breakdown Structure (WBS)
 - What is the WBS
 - Activities vs. work packages
 - Key tests for your WBS
 - Understanding Displayed Thinking
- **Lesson 7:** Scope And Requirements
 - What is the difference between scope and requirements
 - Project vs. product scope
 - Use Cases
 - Feature Cards
- **Lesson 8:** Development Methodologies
 - Development methodologies vs. project management, why care?
 - How do they work together?
 - What are the choices?
 - Understanding the Waterfall
 - Understanding Spiral Development
 - Working with Extreme Programming
- **Lesson 9:** 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
 - PERT Analysis
 - Critical Path identification
 - Bringing resources into the mix
 - Are you planning for Brooke's Law?
 - Critical Path vs. Critical Chain which is right for you?
- **Lesson 10:** Performance Monitoring & Control (execution, execution, execution)
 - Stage-gate management
 - Key performance metrics for all projects
 - Making effective use of Earned Value
 - Status reports and status meetings
 - Stakeholders during performance
 - Scope change management
- **Lesson 11:** Closing
 - How to close a project
 - Ensuring stakeholder satisfaction
 - Learning from the past

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