

Course: Project Management Fundamentals

ID: 1384-PMF01

Contact Hrs. / PDUs: 7

Course Length: 1 Day

Course Description: This one-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 brand new to project management.

Course Objectives: This course has been designed to introduce participants to the basic concepts of project management. It is a fast paced, fun introduction to key concepts that can be quickly digested and is great for large groups.

Target Audience: This course is designed for people interest in a basic understanding of project management. It is a rapid survey course.

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



Looking Glass Development, LLC

P.O. Box 630516 Littleton, Colorado 80163-0516 303 663.5402
www.lookingglassdev.com information@lookingglassdev.com