

Fundamentals of Project Management



Course Content and Outline

Total Estimated Hours: 15.70

Session 1: Introduction to Project Management (1.8 Hours)

- Introduction
- What Is A Project?
- What Is Project Management
- Organizing for Effective Project Management
- What Makes a Good Project Manager?
- Organizational Structure and Project Management
- A Guide to the Project Management Body Of Knowledge
- Exercises and Quiz

Session 2: Initiating a Project (3.65 Hours)

- Introduction - Project Initiation
- Project Selection Toolset
- Project Charter Toolset
- Project Tollgate Review Toolset
- Checkpoint Review - Project Initiation
- Exercises and Quiz

Session 3: Planning a Project (2.1 Hours)

- Introduction - Project Planning
- Project Scope Statement
- Project Schedule
- Project Staffing Plan
- Project Budget
- Project Quality Plan
- Project Communication Plan
- Checkpoint Review - Project Planning
- Exercises and Quiz

Session 4: Executing a Project (4.2 Hours)

- Introduction
- Project Kickoff Toolset
- Stakeholder Analysis - RACI Matrix
- The Key to Successful Project Execution
- Leadership Characteristics
- Practice, Study and Reflection - Learning by Modeling
- Leading Teams
- Developing an Effective Team
- Improving Team Development
- Scrum
- Project Crashing
- Checkpoint Review - Project Execution
- Exercises and Quiz

Session 5: Monitoring & Controlling a Project (2.3 Hours)

- Introduction
- Project Risk Assessment Toolset
- Project Review Meeting Toolset
- Project Red Flag Meeting
- Project Change Control
- Checkpoint Review - Project Monitoring and Control
- Exercises and Quiz



Session 6: Closing a Project (1.65 Hours)

- Introduction
- Best Practices and Lessons Learned
- Project Closeout
- Checkpoint Review - Project Closing
- Exercises and Quiz
- Course Completion

For additional information on this course, visit <http://www.moresteam.com/university/enroll/>

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