

Fundamentals of Project Management



Course Overview and Learning Objectives

SUMMARY

This Fundamentals of Project Management course is comprised of multiple separate sessions which follow the Project Management Body of Knowledge - PMBOK® as defined by the Project Management Institute (PMI®). Each session is a collection of related lessons, and includes an interactive quiz at the end of the session. Individual lessons also include simulations and interactive practice exercises. All course material is available online, and sessions may be started and stopped at any point - content is delivered on-demand according to your schedule. The course is instructor supported if you need help.

By completing this course of study, you will gain a solid general knowledge of the fundamental techniques and methods used to successfully plan, manage and lead a complex project.

LEARNING OBJECTIVES

The overall learning objective of this course is to help you effectively plan complex projects and lead teams to successfully complete those projects. After completing this course, you should be able to do the following:

- Initiate a project
- Plan a project
- Execute a project
- Monitor and control a project
- Close a project

COURSE STRUCTURE AND REQUIREMENTS

MoreSteam courses provide content-on-demand to offer the highest degree of student flexibility. You can set your own schedule and progress at your own speed, terminating and re-entering sessions whenever you wish.

All course sessions use a mix of multimedia to present material, including text, synchronized audio slide shows, diagrams, charts, audio lectures, and simulations. Links to outside research resources are provided to explore chosen subjects in greater detail. Course access is provided for **180 days** beginning at the time of enrollment.

As you work through the course you will be asked to demonstrate knowledge and understanding in four ways:

- Interactive **Practice Exercises** will be presented throughout each session so that you can try your new skills and get immediate feedback.
- **Exercises** will be presented at the end of every session to practice new concepts. Exercises are self-graded and may be shared in the Virtual Classroom Discussion area.
- **Quizzes** will be conducted at the end of every session. Quizzes are interactive, and provide immediate feedback to close the learning loop.



COURSE SEQUENCE

The course is presented in a logical sequence to follow the Six Sigma DMAIC improvement process. We believe that you will learn most efficiently by following the sequence presented. In particular, the first session presents an overview of Six Sigma, which will be helpful to put the remaining sessions in proper context.

However, the sessions are modular, and we encourage you to explore the material. You are free to move forward and backward throughout the course. You can skip ahead or go back and review material that you already covered. The course map feature allows you to move point to point, from anywhere to anywhere. The course map status column will tell you which pages you have visited.

HOW TO NAVIGATE AND USE RESOURCES

Navigation aids are located in the Navigation Frame to the left of the text screen, and can be activated by clicking on the icon or text.

- Return to the MoreSteam University home page by clicking on the icon in the upper left corner of the navigation frame.
- Click on **Course Overview** (the course name) in the navigation box to return to this page to review course requirements or other general information.
- Consult the dynamic **Course Map** to identify your current location or to move around the course. The Course Map bookmarking feature will take you back to the point where you last terminated your session.
- Join a Virtual Classroom Discussion through the **Discuss** link. The Virtual Classroom Discussion is a threaded discussion forum among all current students, with input from the instructor.
- The **"What's New"** link highlights recent modifications to the course. This window will automatically appear upon log-in whenever there is a new update.
- The **"My Project"** link opens up TRACtion®, MoreSteam.com's project management and tracking tool. You can use this link to directly review your project(s).
- The **"Instructor"** link provides a shortcut to send an email to the course instructor.
- Access a notepad to record your class notes by clicking on **"Notes"** link in the navigation box. Notes will be indexed by your current course location for easy reference, and can be printed in summary form.
- The **"Account Info"** link provides a vehicle to update your email address, phone number, or location, and shows the number of access days remaining.
- The **"Quiz Results"** link provides a summary of quiz results by session, including detail on any skipped or missed questions.
- From any point in the course you can open a roadmap of the Project Management Process by clicking on the **Project Management** icon in the lower left corner of the navigation bar.
- The **Help** icon in the lower left corner of the navigation bar opens an Internal Search Function and a Glossary of Terms:
- Synchronized audio slide shows will display without use of a separate media player, but you must enable your browser to read Java (Tools/Internet Options/Advanced/Microsoft VM/Check All Boxes). When you see a slide show icon displayed in the right margin of the course, click on the icon to load the media.

CERTIFICATE OF COMPLETION

Upon completion of this course (review of all lessons and completion of quiz modules), MoreSteam will provide you with a certificate of training completion. By completing this course, you will earn 1.6 CEUs or 16 PDUs of credit.

COURSE MATERIALS

Materials Provided by MoreSteam

The course includes Microsoft® Excel® templates for project planning and problem solving. The templates are available as downloads within the course material.

Materials Provided by Student/Company

Microsoft Office (Word, Excel, PowerPoint). Office 2003 or higher is recommended. Office 97 and 2000 do not take advantage of all Excel template features.

SUPPORT

- Use the on-screen Help feature for a glossary of terms and site search.
- You can also contact the Course Instructor by email.

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

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