



Fundamentals of Project Management

Course Description

This two-day course will lay the foundation for the key elements of project planning and project management and provide practical experience using the project management tools and techniques. The course material is based upon the *Project Management Body of Knowledge* – the international standard for project management approach and practices – and real life experience with many projects in all aspects of business.

Whether you are conducting new product design projects, IT projects, facility projects, manufacturing process projects, commercial projects, industrial projects, defense projects, large projects, or small projects, the project management tools and techniques will be explained and examples will be used to help you apply them effectively to your work. You will leave with a better understanding of how project scope, schedule, resources, and risk are interrelated. You will have the tools to plan a project that is oriented towards success. In addition, you will be able to deal with the inevitable necessity of project change.

Throughout the course you will have the opportunity to apply the project management tools in a case study or, if you are with a project team, you can use your team's project in lieu of the case study. This will provide hands-on experience with the tools and a better understanding of their appropriate use in the project management process. Many of the tools will be demonstrated using both simple manual methods and MS Project software.

Topics Covered

- Establishing Project Boundaries
- Managing Project Scope
- Developing Realistic Project Schedules
- Allocating Project Resources
- Working with Project Teams
- Managing a Project Risk
- Tracking and Reporting Progress
- Implementing Project Change