

PROJECT MANAGEMENT PREPARATION FOR SUCCESS

PM00.00

Much of the work that you do can be organized as a project. The ability to successfully define and subsequently manage a project is quickly leaving the realm of the extraordinary and is becoming a core competency for many organizations. Managing a project is not easy and project management skills do not come naturally to many people. Fortunately, the skills associated with defining and managing a project can be learned. Understanding and practicing the concepts taught in this class increases the likelihood of success on the project.

PREREQUISITES

- None, this class provides a basic overview of all aspects of project management

LEARNING OBJECTIVES

At the end of this class, participants will be able to:

- Understand the value of utilizing appropriate project management processes
- Define the various aspects of a project
- Build and maintain an appropriate project schedule and budget
- Proactively identify and manage scope, issues, communication and risks
- Determine the appropriate methods to manage project documentation
- Identify the appropriate level of quality required and manage to that level
- Manage outside vendors and the procurement process

WHO SHOULD ATTEND

- Project managers and team members that manage and work on projects
- Managers that manage project managers and monitor project status
- Clients, customers and all stakeholders that participate on projects

COURSE OUTLINE

- Overview
- Defining a project
- Building a schedule and budget
- Managing the schedule and budget
- Managing issues and scope
- Managing communication and risk
- Managing project documentation
- Managing quality and metrics
- Manage procurement

The class contains numerous exercises, as well as a major eleven-part case study.

CLASS LENGTH

- Four days (32 PDUs)