

# Project Management "Back to Basics"

## PM00.20

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 - even to many "experienced" project managers. This class provides the foundation for experienced project managers that have not had prior formal training before. It is also a great refresher class for experienced project managers that would like to recap the value associated with rigorous and disciplined project management practices.

### Prerequisites

- This is an accelerated version of the four-day PM00.00 Project Management Preparation for Success class. The attendees should already have a basic understanding of project management.

### Learning Objectives

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

- Define the various aspects of a project
- Build an appropriate project schedule
- Effectively manage the project through:
  - Schedule management
  - Issues and change management
  - Communication management
  - Risk management
  - Human Resource management
  - Quality and metrics management

### Who Should Attend

- Experienced 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 and managing a schedule
- Managing issues and change
- Managing communication
- Managing risk
- Managing human resources
- Managing quality and metrics

The class contains numerous exercises that are worked on throughout the course.

### Class Length

- Two Days (16 PDUs)