

# Project Management Jumpstart

PM02.70

Most work can be organized as a project; for many organizations, the ability to successfully define and subsequently manage a project is quickly becoming a core competency. Managing a project is not easy and project management skills do not come naturally to many people.

This two-day class begins with a one-day overview of the concepts, processes and techniques associated with formal project management. Students will learn standard project management terminology as well as key capabilities such as how to create a project charter and how to determine the critical path of a project. Day two provides hands-on experience with Microsoft Office Project ("MS Project") to reinforce day one's learning by applying those concepts to the use of an industry-standard project management tool. Students will learn how to build and manage a project schedule, manage resources, create views and reports (such as critical path), as well as work with options and settings.

The course presents a unique opportunity to learn both process and tool concepts.

## Prerequisites

- None, this class provides foundational knowledge in project management MS Project

## Learning Objectives

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

- Discuss the value of utilizing appropriate project management processes
- Identify the various aspects of formally defining a project
- Describe the importance of managing issues, scope, communication, risk and quality
- Understand the fundamentals of MS Office Project
- Apply basic MS Project skills to building, managing and maintaining a project plan

## Who Should Attend

- Project team members that need to understand high-level project management concepts
- Clients, customers and all stakeholders that participate in projects
- Individuals new to the role of project manager or business analyst

## Course Outline

- Overview of projects
- Defining a project
- Building and managing the schedule and budget
- Managing issues, change, communication, risk and quality
- Fundamentals of MS Office Project
- Build and manage a project plan in MS Project
- Manage resources
- Create views and produce reports

There are numerous exercises to practice the concepts learned in the class.

## Class Length

- Two days (16 PDUs)