

# Project Management 101

## Course outline

Provided by: Performance Management Consultants – PMC Training



**Reference no.** 237-16

**Duration** 2.00 day(s) | 12:00 hours <sup>1</sup>

**Website link** <https://pmctraining.com/training/project-management-101/>

### ***Understand Project Management, its Phases and Tools, to Successfully Complete Projects***

Organizations are constantly developing new products, programs, and services to better serve their clients. They may need to streamline business processes, increase quality and customer satisfaction, or deal with increased competition. Good project management is often the solution for successful completion of these business and organizational requirements.

Many project management workshops are geared toward the relatively small number of people who want to become certified as a professional project manager. This workshop is designed for people who want to understand the value of project management and need to manage or participate in projects as part of their job.

Designed and delivered by a certified project manager, this course provides hands-on experience on using best-practice tools and techniques to plan and manage a project successfully and to the client's satisfaction.

**Project Management Professional (PMP) Certification:** The 12 hours of training time in this workshop can be applied toward your 35 hours of required project management education for PMP certification.

### **Learning outcomes**

#### **At the end of this workshop, you will be able to:**

- Understand the value of project management and how to plan and manage your project successfully
- Know the phases of the project life cycle and what happens in each
- Gain simulated experience working on project and using project management tools

### **Workshop topics**

#### **Introduction**

- Critical differences between processes and projects
- Discover what makes a project successful

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<sup>1</sup> The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

- Develop an understanding of the project life cycle

### **Project Initiation**

- Understand the importance of relating projects to corporate strategies
- Stakeholder identification and analysis
- Business case and project charter
- Establish project success criteria early

### **Project Planning**

- Planning elements and success criteria
- Project scope
- Work Breakdown Structure
- Schedule estimating
- Network diagram and critical path
- Cost estimating
- Risk management

### **Project Implementation and Control**

- How to ensure your project is going according to plan
- Role of the project manager
- Constraints and maintaining balance
- Team management
- Manage "scope creep" and project changes

### **Project Close**

- Recognize the importance of documentation for planning, implementing, monitoring, and historical (lessons learned) purposes
- Learn the steps of successful project closure

### **Prerequisites**

There are no prerequisites for this course.

### **Who should attend this course?**

Anyone looking for an understanding of project management, and the ingredients for successful project completion.