



Course Outline

Exploring Project Management

Course Specifications

Course Number: PJM102

Course Length: 2 days

Credits: 14 PDUs

Course Description

This seminar provides an introduction to Project Management and the core concepts and best practices used in this discipline. It is designed to be an introductory course in project management, and not a comprehensive treatment of the subject. In the course, core project management “best practices” will be introduced, and put into context through various exercises and scenarios and case studies.

Target Student: Students enrolling in this course should be planning to lead a project (primary audience) or serve on a project team (secondary audience).

Prerequisites: To ensure your success, we recommend you have some working knowledge or experience in working in a project environment.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured minds-on and hands-on activities.

Benefits: Students will learn how to use project management techniques to plan, organize, control, document, and close out their projects successfully and with minimum risk.

Performance-Based Objectives

- Discuss the processes of Project Management and a project manager's role.
- Discuss how and why projects are undertaken and their value to the organization.
- List and discuss basic project success criteria and common reasons for project failure.
- Discuss techniques for identifying and defending a project's scope.
- Discuss the process for planning Quality into the project's results
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure, Activity List and the Schedule Network Diagram.
- Identify the Critical Path for completing a project on schedule.
- Discuss key elements of project management communications and reporting.
- List and discuss elements of a Risk Management Plan.
- Discuss project closure activities

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Course Content

1. Introduction
 - Session Overview
 - What is a Project?
 - Exercise – Project Success vs. Project Disappointments**
 - Related Definitions
 - Where do projects come from?
 - Portfolio Management
 - Goals of Project Management
 - Exercise - Problems that could be solved by using a Project Management approach**

2. The Project Management Framework
 - Role of the Project Manager
 - The Triple Constraint
 - How Do You Define Success?
 - What is Quality?
 - Product vs. Process Quality
 - Quality Planning
 - Sample Project - Case Study**

3. Project Planning
 - Project Scope Statement
 - Exercise - Plan the scope for the team project.**
 - Work Breakdown Structure (WBS)
 - Product-oriented WBS
 - Process-oriented WBS
 - Steps for Decomposing a Project
 - Exercise - Create a WBS for the assigned section(s) of the Case Study.**
 - Developing the Schedule
 - Activity Lists
 - Exercise – Develop the Activity list**
 - Project Schedule Network Diagram
 - Gantt charts
 - Exercise – Schedule Development**

4. Project Risk Management
 - Project Risk
 - Risk Management – A Structured Approach
 - Risk Identification
 - What is a Probability/Impact Grid? (PIG)
 - Assessing Risk
 - Exercise – Risk Scenario**



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5. Project Communication Management
Communications Planning
Communications Planning Table
Exercise – Communications Planning

6. Project Closure
Lessons Learned
Course Summary
Course Review