

Introduction to Project Management

Course Code: 1100

Course Duration: 1 day

Your boss assigned you to manage the next major upgrade to the system. Maybe your boss put you in charge of managing the vendor who is creating the system for you. You need a good foundation in Project Management! Introduction to Project Management effectively combines expert lecture, participant discussion and hands-on application, covering the most basic project management principles. The seminar focuses on the standard project management terms and processes associated with initiating, planning, executing, monitoring and controlling, and closing a project.

Course Description: The *Introduction to Project Management* is a one-day, instructor-facilitated, seminar session designed to provide an introductory overview of the project management discipline, with special emphasis on scope and schedule.

Topics List:

- Project Management Terminology
- Project Organizational Structures
- Project Selection and Prioritization
- Initiating a Project
- Project and Scope Definition
- Project Planning and Scheduling
- Resource Identification and Assignment
- Project Budgeting
- Project Reporting
- Risk Management
- Scope and Change Control
- Project Closure

Outline

1. Introduction to Project Management
 - a. Definition of a Project
 - b. Projects vs. Programs
 - c. Project Management Life Cycle
 - d. Project Management Terminology
 - e. Triple Constraints
2. Initiating a Project
 - a. Project Initiation
 - b. Evaluation, Selection, and Prioritization
 - c. Stakeholder Analysis
 - d. Project Charter
 - e. Project Management Organization Types
3. Planning a Project
 - a. Scope Planning and Decomposition
 - b. Time Management and Scheduling
 - c. Resource Planning
 - d. Cost Estimating and Budgeting

4. Executing and Controlling a Project
 - a. Project Communications and Reporting
 - b. Project Risk Management
 - c. Project Change Control
 - d. Project Quality Management
5. Closing a Project
 - a. Administrative Closure and Contract Closeout
 - b. Lessons Learned
 - c. Final Reporting

Who Should Attend: Project managers, team members, subject matter experts, executives, senior managers, resources managers, and functional managers.