Project Management Fundamentals
Program Outline

Day 1

Welcome and Introductions:
The instructor takes time to get to know the students and to develop an understanding of the environments in which they work and provide project management services.

The Project Management Framework:
This module provides an overview of project management and highlights the importance of working well with project team members. It also stresses the importance of leadership and team building. Participants take part in team formation exercises.

Project Planning Tools:
This module introduces students to the following five project planning tools: Project Charter, Project Scope Statement, Work Breakdown Structure, Network Diagram, and Bar Chart. Students practice using these tools to plan for a simulated project.

Day 2

Human Resource Planning:
This module helps participants understand the importance of planning to meet the human resource needs of a project. Students participate in a planning exercise to help them assign human resources to project tasks.

Budgeting:
This module shows students how to create a project budget that is based on the resources that are applied to each task. Students also consider and apply other costs that are applicable to the project, such as: overhead, management, training, materials, meetings, and other similar costs.

Risk Management:
Students learn to identify, analyze, and plan for project risks. They specifically develop risk response plans that will help them address risks throughout the project. Finally, they learn to implement risk responses and reassess risks as necessary.

Day 3

Key Performance Indicators:
Participants develop goals and metrics they will use to track and manage the project. They use these metrics to assess the health of a simulated project as they run it from start to finish.

Project Performance, Control and Closure:
Students use their planning documents to run a simulated project. They track performance, control the project, and drive it to proper closure. This is a hands-on exercise that helps participants to internalize all of the principles they learned during the previous two days of the course. Upon completion of the project, the instructor leads a review of what they have learned and helps them apply it to projects on which they work.