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# Project Management Essentials

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## Course Content

In this 3-day course, students will explore various activities involving project management in their job role. This could be formal or informal project management.

We'll enhance knowledge of project management to help work more productively with a project manager and perform more effectively on a project team.

By the end of this course, students will feel comfortable with identifying basic concepts and terminology, launch projects, estimate project work, create a project schedule, plan

project costs, risks, project quality, and compliance. Students will become more familiar with managing human resources for the projects, as well as procurements. They will be able to plan for change management and monitor project scope, monitor and optimize schedule, cost, and risks involved. Planning for communication strategies and managing stakeholder relationships will also be covered.

Project Management Fundamentals is a prerequisite for this course.

## Lessons include the following:

- Get Started
  - Project Management Basics
  - Factors Influencing a Project Set up
- Launch a Project
  - How Organizations Choose the Right Project
  - Identify Project Stakeholders and Their Expectations
  - Identify the Project Scope
  - Prepare a SOW
  - Formally Authorize a Project
- Estimate Project Work
  - Estimate Project Effort and Resources Using Top-Down Estimation
  - Estimate Project Effort and Resources Using Bottom-Up Estimation
  - Reduce Risks in Project Estimates
- Create a Project Schedule
  - Illustrate Project Flow
  - Identify Activity Resources
  - Schedule Project Work Actions
- Plan Project Costs
  - Estimate Project Costs
  - Establish the Cost Baseline
  - Reconcile Funding and Costs
- Planning for Risks
  - Create a Risk Management Plan
  - Identify Risks and Their Causes
  - Analyze Risks
  - Develop a Risk Response Plan
- Plan for Quality and Compliance
  - Deliver the Desired Project Results
  - Verify Compliance Requirements

- Managing Human Resources
  - Plan Your Dream Team
  - Put the Team Together
  - Build the Team
  - Manage the Team
- Manage Project Procurements
  - Plan for Project Procurements
  - Obtain Responses from Vendors
  - Choose the Right Vendor
  - Manage Vendors and Procurements
- Manage Change During Project Execution
  - Gear Up for Project Execution
  - Manage Project Changes
  - Monitor the Project Scope
- Monitor and Control Project Schedule and Cost
  - Monitor and Control the Project Schedule
  - Optimize the Project Schedule
  - Monitor and Control Project Costs
- Monitor Risk and Quality
  - Monitor and Control Risks
  - Put Quality Plans into Action
  - Control Project Quality
- Communicate and Report
  - Communicate in a Project
  - Distribute Project Information
  - Manage Stakeholder Relationships and Expectations
  - Report on Project Performance
- Close the Project
  - Hand Off the Project
  - Close Project Procurements
  - Wrap Up a Project