

Introduction to Project Management, 24 PDU's, 24 Hours

For most companies reducing time to market is a critical success factor. Being first means having an effective process that makes the best use of your company's resources and skills to deliver quality projects. You will not accomplish successful projects unless everyone in the company embraces the concepts of project management.

Course Description:

This online course introduces the concepts and practices of project management. The student will learn how efficient project management can deliver projects on time, more effectively and within budget. The course is setup as four 5-lesson modules so that the student can work on each module for an entire week. Total length of the course is four weeks; the course is self-paced and the students can expect to spend about 6 hours per week. Course includes the PMBOK (PMI's Project Management Body of Knowledge, online lectures (with sound), exercises, discussions, assignments and examples.

The class has a kick-off chat session and a scheduled formal chat once a week during the four week period. The course is highly interactive, designed to be taken by an individual or to be shared by a group of several students, and assignments and exercises will be sent to the instructor for feedback and discussions.

Who Should Attend:

- New project managers
- Project team members
- Project managers with no formal training
- Leaders who are responsible to manage project managers

Overall Course Objectives:

- Introduce project management as a profession
- Fully engage participants in interactive, experiential learning
- Discover application of principles, tools and techniques to your projects
- Increase your odds of success in managing projects
- Project Management terminology
- The project triangle
- Project Management as a profession
- History of project management
- Project management maturity
- The Project Management Institute
- The Project Management Body of Knowledge (PMBOK)
- Project management processes and knowledge areas
- Project Life Cycle characteristics
- Project Initiation – Project Charter and Preliminary Scope Statement
- Project selection methods
- Project stakeholders

- Scope statement and work breakdown structure
- Schedule development using network diagrams and Gantt charts
- Estimating resources needs and task durations
- Estimating costs and developing a budget
- Identifying quality standards and planning to satisfy them
- Acquiring and managing the project team
- Risk Management Planning
- Obtaining management and client support
- Communication planning
- Procurement planning
- Project performance reporting
- Change management and change control
- Project Closure
- Microsoft Project Software
- Do's and Don'ts for Project Success

At the end of this course, you will be able to:

- Discuss projects using PMBOK terminology
- Explain the requirements to obtain and benefits of the Project Management Professional (PMP) certification
- Develop an integrated project plan using world-class best practices
- Acquire and develop the right project team
- Execute the integrated project plan
- Monitor and control progress against the baseline plan
- Manage stakeholder expectations
- Manage and control change
- Close the project
- More effectively utilise Microsoft Project software

Materials:

All students will receive a current edition copy of the PMBOK (Project Management Book of Knowledge).