



FOUNDATIONS OF PROJECT MANAGEMENT

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Course Objectives

- Define the Project Management stages and standard deliverables
- Draft a Project Plan for a small project containing: goals, deliverables, acceptance criteria, risks, work plans and schedule
- Identify standards and procedures used to manage project issues, changes in scope and project communication planning

Introductions

- Determine participants' learning objectives
- Set expectations for the course

Project Management Overview

- Define the common components of Project Management
- A definition:
 - Success characteristics – challenges to success
 - What Project Management can and cannot do
- Standard phase of the Project Management life cycle:
 - A high-level overview of each stage
 - Project Management deliverables for each stage
 - The overlapping of each stage
- Project Management Institute Body of Knowledge (*PMBOK® Guide*) and PMI certifications
- Interdependencies between time, cost, deliverable quality and resources

Project Planning

- Scope – the boundaries of what is included and excluded in a project
 - Goals
 - Deliverables
 - Acceptance Criteria
- Risks – identification, assessment and risk management
- Milestones – determining when the major milestones of the project should occur to keep the project on track including: identifying project dependencies
- Roles & Responsibilities

Standards & Procedures – (common agreements on how the team will work together)

- Issues Management – definition of issues, criteria for determining what is an issue, roles and responsibilities in issue management and the use of an issue log
- Change Management – definition of a change (and scope creep), the difference between issues and changes, roles and responsibilities in change management, the use of a change log and the change lifecycle
- Communication Plan - determining who needs project information, why when, and how they need it

Action Planning – turning training into action, identifying specific key actions that each individual can take to implement the learning (this is done throughout the course and finalized here)