

Project Management Essentials

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Version: 1

Course Length: 1 day (6+ hours)

Audience: Students interested in learning essential project management skills

Prerequisites: None

What's in *Project Management Essentials*:

This manual will help students identify the features and attributes of a project; and identify the steps and variables of the project management process. The open, modular-style manual is designed for quick scanning in the classroom, and is filled with interactive exercises that will allow students to explore the intricacies of Project Management.

Objectives:

- Identify the effects of the environment, various socioeconomic and organizational issues, and organizational structure on a project; and identify the critical functions, necessary skills, responsibilities, and challenges of a project manager.
- Identify the components of time management; identify the purpose of activity definition and sequencing; recognize different diagramming techniques; identify the factors affecting activity duration; and identify techniques for estimating activity duration.
- Describe schedule development; use mathematical analysis techniques for schedule development; identify the purpose of schedule control; and describe the importance of schedule adherence.

Topic-Level Outline

Unit 1 : Defining the project

*Topic A: * Project participants*

A-1: Determining influence of stakeholders

*Topic B: * Project objectives and planning*

B-1: Identifying benefits of project planning

B-2: Prioritizing constraints in a project

Unit 2 : Activities and dependencies

*Topic A: * Project activities*

A-1: Creating a WBS

A-2: Identifying types of project activities

A-3: Creating PERT charts

*Topic B: * Activity analysis*

B-1: Determining appropriate level of detail

B-2: Creating activity analysis forms

B-3: Assigning work

*Topic C: * Activity estimation*

C-1: Estimating project activities

C-2: Identifying problems and opportunities

*Topic D: * Dependencies*

D-1: Identifying dependencies

D-2: Identifying lags and slack

Unit 3 : Project scheduling

*Topic A: * Schedule development*

A-1: Identifying benefits and constraints

A-2: Identifying mathematical techniques for analysis

A-3: Understanding network diagrams

A-4: Identifying arrow charting methods

A-5: Creating Gantt charts

*Topic B: * CPM and PERT*

B-1: Understanding critical path

B-2: Understanding CPM scheduling and calculations

B-3: Understanding duration compression

B-4: Calculating float

Unit 4 : Project change control

*Topic A: * Project change control system*

A-1: Understanding project change control system

*Topic B: * Controlling change*

B-1: Accommodating change

B-2: Understanding project change control board

Unit 5 : Financial issues

*Topic A: * Fundamentals of cost estimating*

A-1: Analyzing historical information

A-2: Understanding activity duration and cost estimates

A-3: Identifying problems while estimating costs

*Topic B: * Organizational financial systems*

B-1: Understanding organizational financial issues

B-2: Budgeting factors

Unit 6 : Project performance

*Topic A: * Measuring project performance*

A-1: Determining project performance

A-2: Using calculations in earned value analysis

A-3: Controlling project cost

*Topic B: * Reporting project performance*

B-1: Understanding performance reports

B-2: Understanding status reports

B-3: Understanding progress reports

B-4: Closing projects

B-5: Understanding final project report