CVR / IT Consulting

Commitment / Vision / ResultsSM

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Project Management Fundamentals

Course Overview

Project Management Fundamentals builds on our one-day PM course with additional hands-on training in core project management concepts and techniques. The course extends PMBOK® concepts with supplemental, field-proven best practices that are designed to overcome common sources of project failure. Participants are shown how to write a convincing project charter, establish project control through careful scope definition and management, develop a comprehensive schedule and budget, report project status, minimize issues through proactive risk management, control costs and more. The importance of planning for post-project Business Value is emphasized throughout this course.

Course topics include:

- Sources of project success and failure
- Product and project lifecycles
- Realization of Business Value
- Identifying, analyzing and managing stakeholders
- Providing estimates that work for you
- Building a strong project foundation
- Defining scope, schedule and budget
- Resource planning
- Planning for procurement
- Establishing effective communication

- Planning for long-term project value
- Building quality into deliverables
- Containing scope creep with effective change control
- Minimizing issues through proactive risk management
- Status reports and forecasts
- Planning and executing an effective Transition
- Administrative and contract closure
- Lessons Learned

Who should attend

This course is ideal for new project managers, functional managers, project team members and key project stakeholders. It can also provide a quick but in-depth look at project management practice for anyone with project responsibility.

Prerequisites

This course assumes minimal experience with project work.

Course Information

- **Course I.D. Number:** 2015   **Typical class size**: 6 to 24 attendees
- **Duration**: 2 days   **Delivery**: Virtual or onsite
- **Participants receive:**
    - PMP®-certified instruction
    - Comprehensive Participant Guide
    - High quality Project Management templates
    - Certificate of Participation
    - 14 PDUs (Tech: 9   Lead: 3   Strat: 2)

Course Outline

I.   Introduction

- Sources of project success and failure
- The project environment
- Essential PM Concepts
- Project and product lifecycles
- Creating value after the project: Project Value Management
- PM Methodologies

II.   Project Initiation

- Use and benefits of the Project Charter
- Identifying, analyzing and managing stakeholders
- Project constraints: keeping scope, time and cost in balance
- Creating useful estimates of time and cost
- Building a strong project foundation

III.   Project Planning

- Defining Scope: Requirements and the WBS
- Scheduling and the Critical Path
- Resource planning

- Budgeting and procurement
- Using deliverables quality to drive Business Value
- Strategies for effective project communication
- Minimizing issues with proactive risk management
- Setting project baselines
- Planning for long-term project value

IV.   Execution and Control

- Building deliverables
- Status reports and forecasts
- Preventing scope creep: Tools and methods of change control
- Controlling cost and schedule
- Managing project baselines
- Transition: deployment to the customer

V.   Successful Conclusion

- Executing the Business Value plan
- Contract and administrative closure
- Lessons Learned and continual improvement

This course includes 15 hands-on exercises and facilitated discussions.   Course material is fully PMBOK® and BABOK® compliant.

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous exercises, group discussions and other techniques to drive home the essential points of this material
- We will build on whatever project experience you have while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Participant Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Licensing

Use this course to teach your students!

This course is available under license to qualified Training Providers. See: **http://www.cvr-it.com/coursewareondemand/** or contact us: (800) 877.8129 or **info@cvr-it.com**