Project Management Basics

Certificate: None
Duration: 2 days
Course Delivery: Classroom, Virtual Classroom
Available as: Customizable Courseware and/or Pay Per Use

Accreditor: None
Language: English, German, Dutch
Credits: None

Course Description:
With this course you will gain a basic understanding of Project Management based on the *Guide to the Project Management Body of Knowledge® – 5th Edition*. The course covers information on project management theory, principles, techniques, and methods.

During the course, exercises are made based upon a case study. The case study may be one of three pre-defined case studies or a customized case study from the participant's organization (see below: customization).

Audience:
Managers, project team members or non-project managers working in a project environment who want to improve their effectiveness. Entry level for PM practitioners.

Learning Objectives:
Individuals certified at this level will have demonstrated their understanding of:

- The basics of Project Management and be able to contribute to projects based upon the knowledge related to the *Guide to the Project Management Body of Knowledge® – 5th Edition*.

Benefits of Taking This Course:
The course will enable to operate efficiently in a project environment, participants will be able to contribute to successful projects and how to manage them.

Prerequisites:
None

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Follow-on Courses:

- CAPM (Certified Associate in Project Management)
- PMP (Project Management Professional)

Course Materials:

Participants will receive the following as part of this course:

- A course book
- Handouts

Examination:

There is no exam for this course.

Technical Requirements:

For eBooks:

- Internet is required only for downloading the eBook. The eBooks can be read offline.
- Available on: Desktop, Laptop, Tablet, SmartPhone, eReader.
- Recommended PDF reader: Adobe Reader.
- Instructions for download are available here.

Agenda:

Day 1	Day 2
1. Getting Started	8. Estimating
2. The Big Picture	9. Scheduling
3. Definitions, Concept & Life Cycles	10. Executing, Communicating, and Developing the Team
4. People, Projects and Framework	11. Monitoring and Controlling
5. Initiating and Defining Requirements	12. Closing the Project
6. Using the Work Breakdown Structure	13. Summary and Next Steps
7. Managing Project Risk	

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Course Outline:

Module 1: Getting Started

Module 2: The Big Picture

- Basic principles about Project Management
- The necessity of project preparation
- Explanation of the course roadmap

Module 3: Definitions, Concept & Life Cycles

- Project management (PM) definitions
- Focus and benefits of PM
- Concepts of triple constraints and competing demands
- Project life cycles

Module 4: People, Projects and Framework

- People and projects overview
- The project manager
- The project sponsor / director
- The client, the project team and other stakeholders
- People and projects in organizations
- Framework

Module 5: Initiating and Defining Requirements

- Initiating the project and developing the project charter
- Conducting stakeholder assessments
- Defining requirements
- Establishing the change control process

Module 6: Using the Work Breakdown Structure

- Defining the Work Breakdown Structure (WBS)
- Developing a usable WBS
- Using the WBS

Module 7: Managing Project Risk

- Making the case for risk management
- Using risk management processes and tools

Module 8: Estimating

- Defining an estimate
- Distinguishing approaches to estimating
- Using specific estimating practices & techniques for duration

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- Estimating cost
- Validating an estimate – schedule or budget

Module 9: Scheduling

- Defining the scheduling process & related terminology
- Sequencing and defining dependencies
- Determining the critical path
- Considering schedule risks and optimizing the schedule

Module 10: Executing, Communicating, and Developing the Team

- Defining Execution
- Executing through Effective Communication & Stakeholder Relationships
- Executing with High-Performing Teams

Module 11: Monitoring and Controlling

- Defining monitoring and controlling
- Viewing control through the lens of competing demands
- Using earned value for schedule and cost control

Module 12: Closing the Project

- Closing projects
- Focusing on project transition
- Focusing on post-project evaluations

Module 13: Summary and Next Steps

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