Course Content

Course Description:
You will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to manage projects successfully.

Prerequisites:
To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:
Microsoft Word 2000, 2002, 2003 or Microsoft Office Word 2007, Level 1
Project Management Fundamentals: Second Edition

Audience:
This course is designed for persons in a variety of job roles who currently contribute to project teams in various ways, including providing subject matter expertise (e.g., marketing, finance, customer care, processing, fulfillment) and serving as project team sponsors, facilitators, liaisons, or coordinators, but who do not function as project managers and who have little or no formal exposure to or training in standardized project management terminology and processes.

Topics:

Understanding Project Management Fundamentals
- Define Project Management Basics
- Examine Organizational Influences on Project Management
- Examine the Project Management Context

Identifying Project Management Processes
- Examine the Project Life Cycle
- Recognize Process Groups

Initiating a Project
- Examine Project Selection
- Prepare a Project Statement of Work
- Create a Project Charter
- Identify the Elements of a Project Management Plan

Managing Project Scope
- Document Stakeholder Requirements
- Create a Scope Statement
- Develop a Work Breakdown Structure
- Review Deliverables and Work Results
- Control the Project Scope

Estimating Project Time
- Create an Activity List
- Create a Project Schedule Network Diagram
- Estimate Activity Resources
- Estimate Duration for Project Activities

Developing and Controlling a Project Schedule
- Draft a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Establish a Schedule Baseline
- Control the Project Schedule

Certified Associate in Project Management (CAPM) Certification

Course ID#: 1092-200-ZZ-W

Hours: 35

Analyzing Project Cost
- Estimate Project Costs
- Establish the Cost Baseline
- Reconcile Funding and Costs
- Control Project Costs

Measuring Project Quality
- Create a Quality Management Plan
- Execute a Quality Assurance Plan
- Perform Quality Control

Organizing Human Resources for a Project
- Document the Project Roles, Responsibilities, and Reporting Relationships
- Acquire the Project Team
- Develop the Project Team
- Manage the Project Team

Devising Effective Communication Methods
- Identify Project Stakeholders
- Create a Communications Management Plan
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations
- Report on Project Performance

Analyzing Project Risks
- Examine a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan
- Monitor and Control Project Risks

Processing Project Procurements
- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document
- Examine the Conduct Procurements Process
- Obtain Responses from Sellers
- Determine Project Sellers
- Administer Project Procurements
- Close Project Procurements

Integrating Project Workflow
- Identify the Direct and Manage Project Execution Process
- Identify the Monitor and Control Project Work Process
- Develop an Integrated Change Control System
- Utilize the Integrated Change Control System
- Close the Project or Phase Administratively