Course Content

Course Description:
Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes.

Prerequisites:
To ensure your success, it is recommended that you first take the following courses: Microsoft® Office Word®: Level 1; or have equivalent knowledge. Some on-the-job experience in participating in managed projects would be preferable.

Topics:

Module 1: Fundamentals of Project Management
- Projects
- The project management process

Module 2: Characteristics of a Project
- The project environment
- The project manager
- The project team

Module 3: Project Initiation and Scope Planning
- Project initiation
- Scope planning

Module 4: Scope Definition, Verification and Change Control
- Scope definition
- Scope verification
- Scope change control

Module 5: Time Management
- Activity definition and sequencing
- Activity duration

Module 6: Schedule Development and Control
- Schedule development
- Schedule control

Module 7: Resource Identification and Cost Approximating
- Resource identification
- Cost approximating

Module 8: Budgeting and Cost Control
- Cost budgeting
- Cost control

Module 9: Course Summary
- Course summary
- Continued learning after class