Project Management Principles

Course Content

Course Description:

Project Management Essentials is the quickest and easiest way to learn how to manage projects successfully. The concepts presented create a framework to manage projects right and the will to adhere to it.

At Course Completion:

After competing this course, student will be able to:
- The key skills and knowledge you'll need to be an effective project manager
- How to create an effective charter to start your project off right
- Guidelines for building a usable project plan
- Tips for breaking your project work into manageable pieces
- Techniques for accurately estimating project cost and schedule
- Help in building a team and different leadership styles you might apply to manage them
- Strategies to deal with conflicts, change, uncertainty, and risk
- How to report on the progress of the project and keep everyone concerned happy

NASBA Information:
Level: Intermediate
Fields: Management Services
CPEs: 14

DoD FM Competencies:
Proficiency Level: Interpersonal Skills and Accountability
DoD FM Competency: Lead Self and Lead Teams

Topics:

Introduction
- The Five Project Management Processes
- Project Management Processes and Sub-Processes
- Project Management Knowledge Areas
- What Does a Project Manager do?
- Project Management is a Changing Profession

Module 1: Selecting the Right Projects
- The Project Portfolio Management Process
- Project and Portfolio Management Integration

- PPM Capability Yields Benefits to the Organization

Module 2: Initiating the Project
- Elements of a Project Charter
- Stakeholder Management Process
- Influence/Impact Balancing Matrix
- Stakeholders Engagement Assessment Matrix
- Project Repository Documents'
- Kickoff Meeting Agendas

Module 3: Planning to Succeed
- Project or Product? A Comparison of Deliverables
- The Triple Constraint
- Customer Priority Matrix
- Work Breakdown Structure in Outline Format
- Work Breakdown Structure Decomposed
- Resource Assignment Matrix: Tyke Treat Meal

Module 4: Project Cost and Budget
- Types of Direct Costs
- Cost Estimating Methods
- Example of PERT Estimate
- Estimator's Checklist
- The Cost Estimating Process

Module 5: Scheduling the Project
- Simple Gantt Chart
- ADM/PERT Chart
- Schedule Management Process
- PDM/CPM Chart
- Lag Time
- Lead Time

Module 6: The People Side of Project Management
- Differences Between Groups and Teams
- Leadership Styles

Module 7: Managing Project Risk
- Risk Management Process
- Toyota's Five Whys Root Cause Analysis
- Cause and Effect Diagram
- Nine-Block Matrix
- Pairwise Comparison Matrix
- The Tornado Diagram
- Decision Tree

Module 8: Executing the Project
- List of Items to Review in a Documentation Review
- Risk Log
- Scope change/Impact Request Form
- Project Change Log
- Project Change Log Instructions
- Weekly Project Status Report

Module 9: Monitoring and Controlling the Project
- Potential Impact of the Butterfly Effect
- The Plan-Do-Check-Act Cycle
- Phase Review Process
- Project Dashboard
- Resource Bar Chart
- Percentage over Budget Run Chart
- Pareto Diagram of Defect Causes
- Project Budget Bar Chart
- Control Action Matrix

Module 10: Closing the Project
- Project Closeout Checklist