

The Fundamentals of Project Management

The Fundamentals of Project Management is a one-day, instructor-facilitated, session designed to provide an introductory overview of the project management discipline.

The seminar structure effectively combines introductory lecture and discussion with hands-on application of the most basic project management principles. The seminar focuses on the standard project management terms and processes associated with initiating, planning, executing, controlling, and closing a project.

Topics areas include:

- Project Management Terminology
- Project Selection and Prioritization
- Scope Definition
- Resource Identification and Assignment
- Project Reporting
- Scope and Change Control
- Project Organizations
- Initiating a Project
- Project Planning and Scheduling
- Project Budgeting
- Risk Management
- Project Closure

Recommended Attendees

This session will benefit project managers, team members, functional managers, senior managers, and other key project stakeholders in any industry.

Participants Will Receive

- ♦ Comprehensive Student Guide
- ♦ Workbook Including Course Case Study and Templates
- ♦ Standard Project Management Templates in Electronic Format
- ♦ Certificate of Participation
- ♦ 7 Professional Development Units (PDUs)

Session Number: PLS-TCFUNDPM01

Session Duration: 1 Day

PDUs or Project Management Education Contact Hours: 7

Prerequisites: None

Recommended Follow-On Courses: The Essentials of Project Management, Project Risk Management, Advanced and Applied Project Management, PMP® Certification Exam Preparation, Leadership Skills for the Project Professional, A Hands-On Approach to Program Management

Session Objectives

The primary objectives of this session include learning how:

- To define and recognize the fundamental terminology of the project management discipline
- To identify all process groups of the project management life-cycle
- To prioritize the primary project constraints of a project
- To identify and assess the relative importance of key project stakeholders
- To identify key project deliverables and decompose them to build a Work Breakdown Structure (WBS)
- To formulate an activities list required to produce the project's deliverables and work packages
- To build a project schedule, identify its critical path, and determine relative float/slack for activities
- To identify pertinent roles and responsibilities required to complete the project activities
- To formulate a budget estimate for the project
- To identify key communication elements of a project
- To assess key project risks and formulate action plans to minimize their exposure to the project

Course Outline

- I. Introduction to Project Management**
 - A. Definition of a Project
 - B. Projects vs. Programs
 - C. Project Management Life Cycle
 - D. Project Management Terminology
 - E. Triple Constraints of Project Management
- II. Initiating a Project**
 - A. Project Initiation
 - B. Evaluation, Selection, and Prioritization
 - C. Stakeholder Analysis
 - D. Project Charter
 - E. Project Management Organization Types
- III. Planning a Project**
 - A. Scope Planning and Decomposition
 - B. Time Management and Scheduling
 - C. Resource Planning
 - D. Cost Estimating and Budgeting
- IV. Executing and Controlling a Project**

- A. Project Communications and Reporting
 - B. Project Risk Management
 - C. Project Change Control
 - D. Project Quality Management
- V. Closing a Project**
- A. Administrative Closure and Contract Closeout
 - B. Lessons Learned
 - C. Final Reporting

Hands-on Application and Practice

Participants will further expand their knowledge and experience through applied exercises. Using a selected organizational case study approach, participants will manage a sample project from initiation to closing through the following exercises:

- Stakeholder Assessment
- Work Breakdown Structure
- Risk Identification, Analysis, and Response Planning
- Final Project Reporting and Lessons Learned

What Previous Attendees Have Said:

"A lively class environment where discussion was encouraged. I learned a lot."

"Real-life examples helped... I can apply this to my projects immediately."

"The instructor was one of the best ones I've ever had. He made learning fun and kept our attention throughout the class. It was a great class."

Contact Information

Please contact us with any questions you may have regarding **The Project Leadership SeriesSM** or other learning, leading, and collaborating needs your organization may have at:

- Phone: +1.919.841.1801
- Email: contact@tandenllc.com
- Web: www.tandenllc.com

All Tanden LLC instructors are certified Project Management Professionals (PMP[®]) with many years of hands-on project leadership experience in a multitude of industries.

Tanden LLC is a Project Management Institute (PMI) Global Registered Education Provider (R.E.P).



Tanden is also a Founder Member and Certified Training Provider (CTP) of the Project Management Training Alliance (PMTA).