

Project Management

The Nuts and Bolts

Class Description

- ❖ This two-day class teaches participants what they need to know to successfully participate and effectively contribute as a project team member and leader.
- ❖ Participants learn the unique language of project management as well as its cornerstones, concepts, practices and principles.
- ❖ Participants explore how to define and document project requirements through clearly identifying the client and gathering information through interviews, surveys and other sources.
- ❖ Students examine at least one effective model for project planning, including the planning process, strategic project planning, and other factors that facilitate effective planning of projects.
- ❖ A critical element of project management is the team. Participants examine how to assemble the team, establish their commitment to the project, and grow as a strong project team.
- ❖ Participants explore several project management tools, such as resource utilization, the work breakdown structure, estimating techniques, scheduling, loading, and path analysis.
- ❖ Students also examine changes and how to handle them as part of the project management process.

Class Topics

- Overview of projects and project management
- The cornerstones, concepts, practices and principles of project management
- Project management code of ethics and professional conduct
- Planning a project
- Leading the project team
- Understanding project management processes
- Developing the mission, vision, goals, objectives and milestones for the project
- Creating a workable work breakdown structure
- Establishing and scheduling project activities and work
- Controlling the project to ensure it meets its schedule, budget and scope.
- Dealing with changes to project scope and requirements.
- Closing a project successfully and learning from how things went.

Note: Changes may be made in content, schedules, delivery technique, reference material, room location, price, and/or any other component of this class at any time without notice. This is necessary to continually improve the training to take into account current knowledge, practices and thinking.