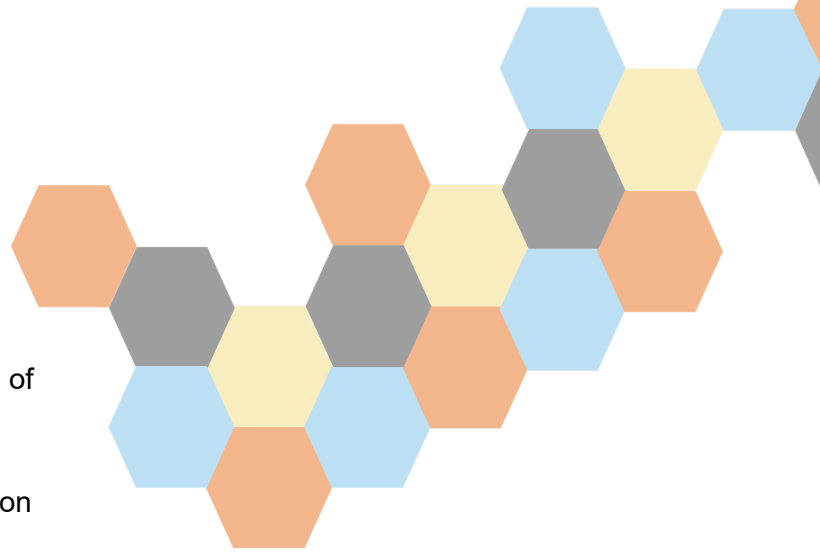


# Project Management Basics



**Course Length:** Virtual: Two 3.5-hour sessions;  
Onsite: 1 day

**Professional Development Units (PDUs):** 7 (Ways of Working)

**Program Knowledge Level:** Basic

**Field of Study:** Business Management & Organization

**Prerequisites:** None

**Advance Preparation:** None

**Benefits:** Establish basic project management best practices in team members and stakeholders

## Course Overview

In today’s project environment, Project Managers are challenged to meet the demands of both the customer and their own organization in delivering projects on time, within budget and within scope. To help the Project Manager succeed in achieving his/her objectives, it is essential that all members of his/her team become aware of and use sound project management practices.

This course is designed to provide project team members with the rudimentary knowledge and skills that will enable them to support the planning, implementation, and monitoring requirements of the Project Manager. It is intended to give team members an appreciation of the types and quantity of data that Project Managers require in order to keep a project within the confines of the triple constraints.

## Key Outcomes

**Upon completion of this course, participants will be able to:**

- Understand the end-to-end project management lifecycle
- Develop a scope statement and work breakdown structure with your project team
- Discuss cost and work estimates for your project
- Analyze a project’s schedule and critical path
- Contribute to stakeholder engagement planning
- Participate in project risk management activities
- Understand project leadership fundamentals and the Project Manager role as a leader
- Capture lessons learned during project closeout

## Course Outline

### The Project Management Environment

- Define a project
- Differentiate between a project, an operation, a program, and a portfolio
- Describe the purpose of project management

### **Project Initiating**

- Define the phases of a project management lifecycle
- Identify the elements of a Project Charter
- Develop a Project Scope Statement
- Conduct initial stakeholder identification and analysis
- Conduct initial risk identification and analysis

### **Project Planning**

- Prepare for Delivery, develop the Project Management Plan
- Define Project Scope, develop the Work Breakdown Structure and Project Scope Statement
- Estimate project activities
- Develop the Project Schedule
- Conduct stakeholder analysis and stakeholder engagement planning
- Conduct risk planning

### **Project Executing**

- Lead Project Delivery
- Manage Risks
- Lead your team
- Manage conflict
- Manage project change control
- Managing and controlling outcomes
- Identify the decision-making process

### **Project Closing**

- Identify closeout activities
- Discuss the benefits of effective project closure

## **How Instructor-Led Training Works**

This Instructor-Led Training (ILT) course is facilitated by one of our talented instructors at your location, creating a cooperative and collaborative, learner-centric “classroom.” Our top-rated instructors hold a variety of certifications and have delivered training to organizations in more than 40 countries.

### **On-site**

Participants attend this one-day in-person course, complete activities live during the training session, and participate in discussions focused on the pragmatic application of key concepts. Session materials are provided in PDF format for download and/or printing.

### **Virtual**

This course is delivered virtually using the AdobeConnect platform. Two 3.5-hour sessions are scheduled. Participants attend the virtual sessions, complete activities live during the session,

and participate in discussions focused on the pragmatic application of key concepts. Session materials can be downloaded in PM College's learning management system (LMS).

For more information or to schedule a course, contact [info@pmcollege.com](mailto:info@pmcollege.com).  
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