

Project Management Fundamentals

Course Specifications

Course Number:

ATP95015

Course Length:

1 day

Course Description

Overview:

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. At this point in your professional development, you are ready to take on the responsibility for managing projects. You can manage a project by developing a solid understanding of the fundamentals of project management and its underlying structure and elements, including project phases, project life cycles, stakeholders, and areas of expertise. These, coupled with the ability to identify the project management processes that are recognized industry-wide as good practice, will help you to apply effective project management techniques to improve the efficiency of your projects and ensure their success.

Course Objectives:

In this course, you will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

You will:

- Identify the key processes and requirements of project management.
- Initiate a project.
- Plan for time and cost.
- Plan for project risks, communication, and change control.
- Execute, manage, and control a project.
- Close a project.

Target Student:

Anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can benefit from this course.

Prerequisites:

To ensure your success, you will need to take the following Logical Operations courses or have equivalent knowledge:

- *Microsoft® Office Word 2016: Part 1*

Some on-the-job experience in participating in managed projects would be preferable.

Course-specific Technical Requirements

Hardware

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Projection system to display the instructor's computer screen

Software

- Microsoft® Windows® 8 or higher
- Microsoft® Word 2010 or later for accessing student data files.
- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Content

Lesson 1: Getting Started with Project Management

Topic A: Identify the Characteristics of a Project

Topic B: Identify the Project Management Life Cycle

Topic C: Identify the Role of a Project Manager

Lesson 2: Initiating a Project

Topic A: Determine the Scope of a Project

Topic B: Identify the Skills for a Project Team

Topic C: Identify the Risks to a Project

Lesson 3: Planning for Time and Cost

Topic A: Create a WBS

Topic B: Sequence the Activities

Topic C: Create a Project Schedule

Topic D: Determine Project Costs

Lesson 4: Planning for Project Risks, Communication, and Change Control

Topic A: Analyze the Risks to a Project

Topic B: Create a Communication Plan

Topic C: Plan for Change Control

Lesson 5: Managing a Project

Topic A: Begin Project Work

Topic B: Execute the Project Plan

Topic C: Track Project Progress

Topic D: Report Performance

Topic E: Implement Change Control

Lesson 6: Closing the Project

Topic A: Close a Project

Topic B: Create a Final Report