

Mastering Project Management

Course Length - 3 Days

PDU's - 19.5

Course Description: This intensive three-day course provides an overview of the project management process. It includes applicable hands-on activities and team exercises which will reinforce project management core competencies. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's 5 process groups and nine knowledge areas of *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

- Understand the 5 process groups and 9 knowledge areas of project management
- Identify the benefits of project management
- Understand the project manager's role in project management
- Define project charter
- Identify and detail the scope of a project including scope statement and scope definition
- Discuss scope verification and scope control
- Identify and detail the work breakdown structure of a project including decomposition, milestones, critical path
- Define activity sequencing and various tools: precedence diagramming method, arrow diagramming method, conditional diagramming methods
- Examine various estimating tools: analogous estimating, parametric estimating, PERT estimating, etc.
- Examine tools for schedule development including critical path method, duration compression, simulation, and critical chain method
- Discuss schedule control
- Discuss cost estimating and cost budgeting
- Discuss cost control
- Discuss quality planning and examine tools such as benefit cost analysis, benchmarking, and flow charting
- Examine communication planning
- Examine risk management planning and detail a risk management plan
- Detail tools for risk identification: brainstorming, interviewing, SWOT analysis, Delphi technique, etc.
- Discuss risk monitoring and control
- Define and detail procurement planning
- Examine contract types: fixed price, cost reimbursable, time and materials, unit price, and target price
- Discuss the solicitation process
- Examine bidder conferences
- Define and detail project team: characteristics of effective and ineffective teams, destructive and supportive roles of team members, team motivation, team development
- Define and detail performance reporting
- Define and detail earned value analysis including schedule variance, cost variance, cost performance index, schedule performance index, etc.
- Examine the process of closing a project including contract closure