

# Project Management Fundamentals - 1/2 Day

## *PDU*s - 3.5

**Course Description:** This half-day course focuses on ways to gather requirements from your customer by using detailed questions. Participants will examine change and ways to control it, risk analysis, communication, and ways to disarm and control conflict. In addition, this course uses four case studies to allow participants to instantly apply the principals within an organizational setting. This course will follow Project Management Institute's nine knowledge areas of the *PMBOK® Guide*.

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

### **Course Objectives:**

- Define the process for gathering requirements
- Understand the interview funnel
- Determine benefits of conducting a requirements interview
- Design interview questions for gaining all requirements
- Explore the change control process
- Discuss integrated change control
- Review guidelines for exploring change
- Define risks and explore solutions
- Discuss categories of risk
- Understand the communication plan process
- Explore the three types of communication
- Discuss guidelines in creating a communication plan
- Define conflict and confrontation strategies
- Discuss the seven stages of intergroup conflict
- Examine eight of the most common times for conflict

# Project Management Fundamentals - 1 Day

## *PDU*s - 6.5

**Course Description:** This one-day course focuses on ways employees can run projects faster and more effectively. This course recommends a six-phase process as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

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

### **Course Objectives:**

- Define the six step project management process
- Understand the project's life cycle
- Determine five ways to give proper leadership within culture
- Design an agenda for the first project team meeting
- Identify the triple constraints of every project
- Define the project drivers
- Demonstrate interviewing techniques that will assist in determining project specifics
- Review constraint red flags to watch
- Show how to set, control and monitor project scope
- Summarize major areas to brainstorm
- Classify who to place on your project team
- Label role descriptions and project responsibilities when you have no position power
- Facilitate brainstorming and planning meetings
- Create a modified code of conduct for running an empowered team
- Examine forms in scheduling a project and possible scheduling issues
- Formulate a Work Breakdown Structure
- Track multiple projects
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart
- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Explore how to handle delays
- Examine steps in creating a project budget and developing a master budget control process
- Discuss implementation of project plan
- Identify seven things which must be communicated in every project
- Assess how to crash a project
- Implement close down checklists and handoff procedures