JB Consulting Ltd t/a
Computer Training Solutions

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Project Management Fundamentals

Course Outline

2 day course

Objectives

After completing this course you will know how to:

Understand the characteristics of a project
Understand Product and Project Management and the Project Life Cycle
Recognize Common Pitfalls when managing a project
Understand the skills, responsibilities and challenges of the Project Manager
Understand the Project Team and the Project Office
Know how to initiate a project and create the scope statement
Understand a Work Breakdown Structure (WBS) and Work Packages
Know how to manage changes to the scope of a project
Understand effective time management using tasks, activities and events
Know how to develop, control and present Project Schedules
Know how to identify resources and approximate costs
Understand Budgeting and Cost control

Pre-requisites

None

Course Contents

Introduction to Projects
What is a Project?
Characteristics of a Project
Understanding Product and Project Management
The Project Management Process (Life Cycle)
Common Pitfalls when managing a Project

Characteristics of a Project
The Project Environment
Internal and External Environments
Project Stakeholders
Socioeconomic and Organisational Issues
Organisational Structure
Project Organisational Structure
Matrix Organisational Structure

The Project Manager
Project Management Skills
Project Manager Responsibilities
Project Manager Challenges

The Project Team
Skills Inventories
Consultants and Vendors
Managing difficulties and logistics
Team Building
The Project Office

Project Initiation and Scope Planning

Project Initiation
Authorising Project
Project Deliverables
Project Charters
Constraints and Assumptions
Scope Planning
Creating a Scope Statement

Scope Definition, Verification and Change Control

Scope Definition
Work Breakdown Structure
Work Packages
Scope Verification
Requirements
The timing of scope verficiation
Scope Change Control
Scope Change Control Systems
Database of lessons learnt

Time Management

Activity definition and sequencing
Tasks, Activities and Events
Activity Relationships
Activity Dependencies
Diagramming Techniques
Activity Duration
Assessing activity duration
Activity Duration and Work Effort
Estimation Techniques
Unit Summary

Schedule Development and Control

Risk Management and Schedule Development
Network Diagrams and Schedule Development
Schedule Development Techniques
CPM Terms and Calculations
Comparing CPM, PERT, and GERT
Duration compression methods
Presenting Project Schedules
Schedule Control
Resource Allocation
Schedule Adherence
Schedule Updates
Schedule Variance

Resource Identification and Cost Approximating

Resource Identification Tools
Types of Resources
Assigning Resources
WBS and Cost Approximating
Life cycle costing
Effects of risks on cost estimates
Cost budgeting techniques
Project Estimating Pitfalls

Budgeting and Cost Control

Cost budgeting
Value engineering and S Curves
Cost Management Plans
Capital Budgeting
Methods of calculating depreciation
Cost Control (Earned Value)
Variance Analysis and Calculation
Performance Index Calculation
Completion Calculations