

Course PM120: The Elements of Project Management

Course Length: 3 days. Note: There are reading assignments for the first two nights (1 hour each)

This course offers a comprehensive project management experience for individuals; providing attendees with tools and concepts that can be applied directly to their projects on completion of the session. This course offers a solid foundation for the other programs in the project management curriculum.

Intended Audience

This course is designed for:

- Project Managers and Project Leaders who want to review current practices in project management and learn some new techniques;
- Individuals who are new to the project management process and are undertaking project management responsibilities for the first time;
- Team members will gain an understanding of their role in the project planning process, change control and estimating.

Outline

Reflecting the latest practices in the field of project management, attendees focus on the basics of the project management framework as defined by the Project Management Institute™. The project life cycle is reviewed in detail paying special attention to the development and management of project scope. Hands-on exercises highlight the need for Scope Management, the development of Work Breakdown Structures and tools and techniques to assist in the development of a strong working relationship with the client.

The case study offers the attendees an opportunity to resolve and plan for the twists and turns all projects are subject to during the solutions development life cycle. Attendees identify the costs and develop the network view of the provided case study. Risk management techniques are discussed as are the identification of key stakeholders and the components of a comprehensive Communications Plan.

Through lectures and hands-on teamwork the course emulates a typical project life cycle. On completion of the session the attendees will have applied tools and techniques they will be able to use in their own projects. Specific topics include:

- Scope Statement development and management;
- A Project Life Cycle;
- Change Control procedures;
- Work Breakdown Structure development and uses;
- Quality Planning within the project Life Cycle;
- Time Management Techniques through the development of the project network diagram and the Milestone Gantt Chart;
- Status and Progress Reporting;
- Project Risk identification techniques; and
- Communications planning for the Project Team

For more information contact Derrick Fishwick
416-236-3005 extension 204
dfishwick@achieveblue.com