

Fast Start in Project Management

Vendor Course Code: FSPM

Course Length: 3 days

Overview:

A Bit About The Course

This highly interactive workshop is designed to give participants a solid foundation in the concepts, tools and techniques of formal project management. While introductory in nature, this course is extremely comprehensive, covering the five key process groups and 38 core competencies associated with effective and efficient project management practice. Participants not only acquire technique-based proficiencies, but also explore and practice essential people skills and teamwork. The concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results.

Skills Gained:

Discover How To

- Build a Work Breakdown Structure (WBS).
- Use a network diagram to display a Project Evaluation and Review Technique (PERT) chart.
- Use the Critical Path Method (CPM) in the network diagram to ensure the correct project duration.
- Estimate and schedule project tasks.
- Apply resources to a project plan.
- Explore different personality types and learn how they affect project management.

Project Management Knowledge Areas

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management
- Procurement Management

Credit Points

PDU: 21 credits

CPD: 18 credits

Key Topics:

An Overview of Project Management

- The characteristics of a project.
- Project management processes.
- Project success and failure.
- Critical success factors and components.
- The effective project manager — skills and characteristics.
- Roles and responsibilities.
- The time, cost, and scope target.

The People Side of Project Management

- Understanding people.
- Learn the use style models.
- Flexing your style.
- Understanding differences.
- Communicating.

Planning the Project

- The components of the plan.

- Introduction to the case study.
- The project charter.
- The work plan.
- The control plans.
- The functions of a good project plan.

Work Breakdown Structure

- Defining the work to be done.
- Creating the WBS — demonstration of technique.
- The Work Package.
- The Activity List.
- Methods of subdivision.
- Uses of the WBS.

Estimating

- Estimating accuracy.
- Estimating concepts and methods.
- Task-based estimation.
- Effort, productivity factors, influence factors.

Scheduling

- Schedule concepts and methods.
- Network diagrams.
- Precedence logic.
- Estimate duration.
- Create a network diagram — demonstration of technique PERT/CPM.
- Allocation of resources.
- Gantt charts/histograms.

Risk Management

- Evaluation of risk.
- Identification, assessment, quantification, and contingency planning.
- Risk consequences and contingencies.
- A technique for planning for risk.
- Cost/benefit/risk considerations.

Project Control

- Measurement, evaluation, and quality control.
- Prerequisites to effective control.
- Key indicators.
- Change management and control.
- Progress reporting.

Project Completion

- Management of project completion.
- Post implementation.

Target Audience:

Who Should Attend

Those who want to understand basic project management skills and concepts.

Prerequisites:

None.