

# Project Management Overview

**Vendor Course Code:**

**Course Length:** 1 day

**Overview:**

You might not be directly responsible for managing projects, but it's important to be familiar with the terms and concepts of this critical discipline when working in a project-based organisation. This 1-day course covers everything you'll need to participate in the project management process, including the significance of effective project management, important tools and techniques, and how your role can affect future project management results. Various tools, techniques and processes necessary for sound project management; which areas can benefit from best practice principles; and what it takes to build and be part of a world-class project management team. Upon completion of this course, students will have a firm grasp of PMI's Process Groups and Knowledge Areas, which help form a basic foundational knowledge of project management.

**Skills Gained:**

Project Management Overview earns you 7 Professional Development Units (PDUs) from the Project Management Institute (PMI).

**Features**

- Our facilitators bring real-world experience to every workshop.
- Our perspective is based on working with hundreds of companies from diverse industries.

**Discover How to:**

- Identify various tools and techniques used within project management.
- Understand the project management processes.
- Use the nine key PMI knowledge areas.
- Use techniques while practicing with a case study.
- Discuss and explore project ideas, concerns, and issues.
- Identify areas that can benefit from applying professional project management principles.

**Key Topics:**

**Key Concepts**

- Project Management Concepts
- The People Side of Project Management
- Planning the Project
- Executing the Project
- Controlling the Project
- Closing the Project

**Project Management Processes**

- Initiating
- Planning
- Executing
- Controlling
- Closing

**Project Managers Role**

- Provide Leadership and Motivation
- Coordinate with Team Members
- Facilitate Work
- Control the Project
- Maintain Focus
- Maintain Commitment
- Manage Expectations
- Use Resources Efficiently and effectively

**The Core of Project Management**

- Constraints and Strategies
- Exclusions and Assumptions
- Decomposition
- Work Breakdown Structure
- Estimating
- The WAG Method

- The SWAG Method
- Dependencies
- Critical Path
- Evaluating Performance

**Target Audience:**

This course is appropriate for project managers, project team members, and project sponsors.

**Prerequisites:**

**Competencies:**

- Team Development
- Social Skills
- Team Leadership
- Performance Management
- Networking