

## Project Management Fundamentals (1 Days)

### Course Description

In this course class participants learn the global language of project management, and the learn how to apply PMI's five process groups on your projects: Initiation, Planning, Execution, Controlling & Monitoring, and Closing projects.

### Course Outline

#### Getting Started with Project Management

- Describe a Project
- Describe the Project Management Life Cycle
- Identify the Role of a Project Manager

#### Initiating a Project

- Determine the Scope of a Project
- Identify the Skills for a Project Team
- Identify the Risks to a Project

#### Planning for Time and Cost

- Create a Work Breakdown Structure
- Sequence the Activities
- Create a Project Schedule
- Determine Project Costs

#### Planning for Project Risks, Communication, and Change Control

- Analyze the Risks to a Project
- Create a Communication Plan
- Plan for Change Control

#### Managing a Project

- Begin Project Work
- Execute the Project Plan
- Track Project Progress
- Report Performance
- Implement Change Control

#### Executing the Project Closeout Phase

- Close a Project
- Create a Final Report