

Global Knowledge Course Name: Introduction to Project Management
Course Code: 2868

Course Overview: This course will teach you how to effectively manage all phases of a project. You'll learn the project management framework of initiation, planning, execution, control, and formal closing, and discover what it takes to ensure project success. In this skills-building course, you'll focus on practical tools and techniques as you spend 75% of the course working on a project-from initiation to close. You'll work individually and in teams to write objectives, conduct stakeholder analysis, and develop a work breakdown structure and risk management plan for a case study project. Practice using estimating techniques, dependency analysis, and network diagramming.

Course Length: Three Days

Who should Attend:

- Associate project managers
- Project managers
- IT project managers
- Project coordinators
- Project analysts
- Project leaders
- Senior project managers
- Team leaders
- Product managers
- Program managers
- Project team members
- Stakeholders
- Senior managers

You will Learn:

- Define basic terminology of project management
- Identify the project management life cycle
- Understand the project management knowledge areas
- Build a business case for project initiation
- Define project scope and stakeholder expectations
- Define roles and responsibilities for project stakeholders
- Build an effective WBS and project schedule
- Ensure buy-in from your team and sponsors
- Identify, analyze, quantify, mitigate, and manage risks
- Create project management plans for quality, communication, resources, and stakeholder management
- Manage project change through formal change control processes

- Close a project

Prerequisites: None.

Course Fees:

- \$1995 per person

Customizable Course: No

Course Content:

Project Management Framework

- The Project Management Institute
- PMI Framework
- Five Process Groups
- Life Cycles
- Nine Knowledge Areas
- What is a Project?
- Project Management Terminology

Initiation

- Five Steps of Project Initiation
- Build a Business Case
- Establish Project Scope
- Analyze Stakeholder Needs
- Identify Constraints
- Build a Communication Plan
- BOSSCARD Framework
- Initiating Questions
- Objectives
- The Project Charter
- Constraints
- Assumptions
- Scope
- Stakeholder Analysis
- Prioritization Grid
- Five Stakeholder Groups
- Project Roles and Responsibilities
- Responsibility Assignment Matrix
- Sign-Off Process

Planning

- Seven Steps of Successful Planning
- Communications Planning
- Risk Management
- Identify, Assess, Quantify, and Manage
- Risk Management Life Cycle
- Risk Response Strategies
- Sources of Change
- Formal Change Control Process
- Managing Organizational Change
- Developing the WBS
- Diagramming a Project
- Identifying the Critical Path
- Creating the Schedule
- Producing Effective Estimates

Controlling and Closing

- Project Controls
- Challenges
- Activity Analysis
- Expectations
- Stakeholder Expectations
- Project Environment
- Expectation Control Elements
- Project Manager vs. Expectation Gap
- Organizational Style
- Why Do Projects Fail?

Closing Processes

- Administrative Closure

Case Studies

- Managing Cross Functional Teams
- Dealing with Conflicting Expectations
- Handling Organizational Impacts