



PROJECT MANAGEMENT SERIES

Project Management series teaches the key elements of successfully managing a project. It is designed to give a project manager the needed tools to control and maximize the results of the projects. It also describes the phases of a project, the roles and responsibilities of key players and methods for achieving measured results during each phase.

COURSE CONTENT

COURSE 1: PROJECT MANAGEMENT OVERVIEW

- Definition of the terms project and project management
- Explains the seven components of a management system
- List and description of the five phases of the project life cycle
- Description of how the time devoted to a project affects its cost
- Explains what causes rework on projects
- Description of the factors that contribute to the cost of quality
- Explains how to tailor project management to small projects
- Description of ways to gain your organization's support of project management

COURSE 2: UNDERSTANDING THE PROJECT MANAGER'S ROLE

- Description of five key traits that a project manager should have
- List the duties and responsibilities of a project manager
- Explains why a project manager should have good people skills
- Explains the importance of leadership
- List the guidelines for running effective meetings
- Explains why a project manager should not assume multiple roles

COURSE 3: DEFINING THE PROBLEM

- Explains reasons why projects fails
- Explains the importance of having stakeholders participate in defining the problem and Explains the approach to solving them
- Explains the elements of the Definition Phase
- Description of closed-ended problems and explains the approach to solving them
- Description of open-ended problems and explains the approach to solving them
- Defining what a project charter is and explains why it is important

COURSE 4: DETERMINING THE STRATEGY

- Definition of project strategy and explains its importance
- List the steps in determining a project's strategy
- Explains the approach for developing a list of strategies



- Description of the approach for ranking a list of strategies
- Definition of risk as it relates to project management
- Explains three ways to manage risk
- Explains how to handle resistance from people when developing the project strategy

COURSE 5: DEVELOPING THE WORK BREAKDOWN STRATEGY

- Definition of the work breakdown structure and explains its purpose during the implementation phase
- List the components of the work breakdown structure
- List the steps for developing the work breakdown structure
- List the guidelines to follow when developing the work breakdown structure
- Definition of the network diagram and explains its purpose during the implementation phases
- List the steps in developing a network diagram
- Explains the AOA and AON methods for network diagramming

COURSE 6: ESTIMATING AND SCHEDULING RESOURCES

- Definition of estimating
- Listing the questions you need to answer to begin estimating a project
- Explains the importance of historical data
- Listing the factors to consider when estimating cost
- Listing the factors to consider when estimating resources
- Explains the advantages of scheduling methods such as PERT and CPM
- Explains how to take advantage of project management software

COURSE 7: UNDERSTANDING SCHEDULING COMPUTATION

- List the variables that affect the project schedule as well as the rules for computing project time
- Definition of forward pass computations
- Definition of backward pass computations
- Explains the relationship of float to critical path
- Explains how network calculations are performed
- Describes constrained end date scheduling, explains how to reduce activity durations
- Describes the use of bar charts in project scheduling, demonstrate how to determine the critical path of project

COURSE 8: TRACKING PROJECT ACTIVITIES

- List for variables that must be controlled and monitored for a project
- List two guidelines for controlling a project
- Defines the BWCP graph analysis technique for tracking projects



- Demonstrates the ability to use graphs for tracking projects
- List the advantages of spreadsheet analysis
- List the disadvantages of reporting schedule only
- List three kinds of project reviews
- Describes what to do when a project is off track

COURSE 9: CLOSING OUT THE PROJECT

- Explains ways that a project can end
- List the tasks for closing out a project
- Explains why it is important to verify and approve project deliverables
- Explains how to handle resources at the end of a project
- List what you need to consider when delivering a finished product
- List the components of the project final report

COURSE 10: FORMALIZING PROJECT MANAGEMENT STANDARDS

- Defines the importance of having a project management methodology and list what a methodology should contain
- List the types of roles and responsibilities that should be specified in a formalized project management standard
- List the stake holders, who must approve each item in the project cycle
- List six pieces of information that a Process Review Report should contain
- Explains why developing a project methodology is important for ISO certification

COURSE 11: DEVELOPING PROJECT TEAMS

- Defines a team
- List ways project teams differ from other types of teams
- Explains the importance of building teams
- List three ways to foster communication on a team
- List and explain four focuses for dealing with issues
- List the team member roles and responsibilities
- Explains the two components that affect every team decision
- List the five levels of psychologist Abraham Maslow's hierarchy of human needs and explain why this theory is important for good team building
- Explains the different styles of thinking that people may demonstrate on a team

COURSE 12: ENSURING YOUR OWN EFFECTIVES

- Develops a list of personal values and rank them by priority
- Distinguish between effectiveness and efficiency and explain why each is important
- Use a prioritized list of values to define life goals
- Understand how the 80/20 Principle applies to personal effectiveness
- List guidelines for speaking and writing effectively
- List the requirements for project management certification