

## Project Management Essentials

### Overview

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If you are taking this course, you probably have some exposure to managing projects, or you may be considering embarking on a career as a professional project manager. Your ability as a project manager to demonstrate best practices in project management on the job is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management to successfully manage projects. Project managers are always under severe pressure to complete projects on time and within budget. However, most projects fail to meet these demands, and, as a result, many projects are terminated early. Successful project management requires knowledge and experience. This course is designed to provide you with the skills needed to be a successful project manager in today's rapidly changing world. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

### Prerequisite Comments

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To ensure your success in this course, you should be familiar with basic project management concepts and have some working experience with project management. Experience with a specific project management software tool is not required. Basic computing skills and some experience using Microsoft® Office is desirable but not required.

### Target Audience

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This course is designed for any individual who might need to perform project management activities in their job role on either a formal or informal basis, or any individual who wants to build upon their current project management knowledge to be more productively involved on a project team.

This course is not specifically designed for students who are seeking project management-related certification. Rather, it is designed to introduce a structure to help students more effectively manage projects as well as participate fully on a project team.

### Course Objectives

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In this course, you will apply recognized practices of project management to manage a project from start to finish.

You will:

- Identify the basic concepts of project management.
- Launch a project.
- Estimate project work.
- Create a project schedule.
- Plan project costs.
- Plan for project risks.
- Plan for project quality and compliance.
- Manage human and physical resources for the project.
- Manage project procurements.
- Plan for change management and monitor the project scope.
- Monitor and optimize project schedule and cost.
- Monitor the quality of the project work and the risks involved.
- Plan communication strategies and manage stakeholder relationships.

- Close a project.

## Course Outline

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### 1 - Getting Started with Project Management

Define Project Management Basics  
Identify Influencing Factors  
Define Project Management Certifications

### 2 - Launching Projects

How Organizations Choose the Right Project  
Identify Project Stakeholders and Their Expectations  
Authorize a Project  
Identify the Project Scope

### 3 - Estimating Project Work

Develop a WBS  
Identify the Relationships Between Work Packages  
Identify Resources  
Estimate Time

### 4 - Creating a Project Schedule

Develop a Project Schedule  
Create a Schedule Baseline

### 5 - Planning Project Costs

Establish Project Costs  
Establish the Cost Baseline  
Reconcile Funding and Costs

### 6 - Planning for Risk

Create a Risk Management Plan  
Identify Risks and Their Causes  
Analyze Risks  
Develop a Risk Response Plan

### 7 - Planning for Quality and Compliance

Deliver the Desired Project Results  
Verify Compliance Requirements

## 8 - Managing the Project Team

Plan Your Project Team  
Assemble the Team  
Develop the Team  
Manage the Team

## 9 - Managing Project Procurements

Plan for Project Procurements  
Obtain Responses from Vendors  
Select the Right Vendor  
Manage Vendors and Procurements

## 10 - Managing Change During Project Execution

Prepare for Project Execution  
Manage Project Changes  
Monitor the Project Scope

## 11 - Monitoring and Controlling Project Schedule and Cost

Monitor and Control the Project Schedule  
Optimize the Project Schedule  
Monitor and Control Project Cost

## 12 - Monitoring and Controlling Risk and Quality

Monitor and Control Risks  
Put Quality Plans into Action  
Control Project Quality

## 13 - Communicating and Reporting

Communicate During a Project  
Distribute Project Information  
Manage Stakeholder Relationships and Expectations  
Report on Project Performance

## 14 - Closing the Project

Deliver the Final Product  
Close Project Procurements  
Close the Project

Related Courses, Certifications, Exams

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- Excel 2016 - Part 1
  - Word 2016 - Part 1
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