

Project Management Basics

Ivory Owl Learning Company

Course Outline

Course Design

1. Introduction

2. Integration Management

3. Scope Management

4. Time Management

5. Cost Management

6. Quality Management

7. HR Management

8. Communications Management

9. Risk Management

10. Procurement Management

Course Design - Purpose

- **What is the purpose of the course, and why is it being designed?**
 - **The purpose of this course is to provide students with a basic understanding of Project Management principles and terms.**
 - **The course is being designed to provide a better quality of training than what is currently available.**

Course Design - Audience

- **Who will participate in the course?**
 - **People who are interested in learning about Project Management and becoming Project Managers.**
 - **Project Managers who are interested in preparing for the PMP certification exam.**
 - **Executives and other team members who want to learn about Project Management principles and terms.**

Course Design - Objectives

- **What should participants in the course be able to do when finished?**
 - **Begin implementing Project Management**
 - **Write the PMP certification exam**
 - **Participate more effectively in projects**

Course Design - Testing

- **How will we know the participants can perform as desired?**
 - **Students will be tested throughout the course.**
 - **Approximately 1 question every two slides of instruction**
 - **A set of questions at the end of each chapter**
 - **One mid-term of 20 questions at the end of each module**
 - **A final exam of 200 questions**
 - **Mid terms and final exam will be recorded**

Course Design - Offering

- **When will the course be ready, and where will it be offered?**
 - The course will be available May 1, 2000
 - First offering will be delivered over the Internet

Course Design - Content

- **What content should be covered in the course?**
 - The course will cover all processes and knowledge areas define in the Project Management Book of Knowledge (PMBOK)
 - Additional focus topics will be provided
 - Access to real life templates will be provided

Course Design - Delivery

- **How will the course be delivered?**
 - **The course will be delivered over the Internet using a combination of Trainer by Micromedium and WEB pages.**

Course Design - Evaluation

- **How will the course be evaluated?**
 - All students will be required to complete an evaluation form prior to receiving their marks.
 - These evaluations will be compiled and improvements to the course will be made as appropriate.
 - Additional information will be available through direct feedback.

Introduction

- What is a project
- What is Project Management
- Project success and failure
- Program Management
- Relationship to management disciplines
- Project Manager's skills
- Project Manager's roles and responsibilities
- Project stakeholders
- Project Phases
- Project life-cycles
- Resource consumption
- Fast-tracking
- Organizational structures
- Process Groups

Integration Management

- **Project Plan Development**
 - The Project Plan
 - Project planning methodology
 - PMIS
- **Project Plan Execution**
 - work results
 - work authorization system
- **Overall Change Control**
 - change control system
 - configuration management
- **Integration: operations, product / project scope**

Scope Management

- **Initiation**
 - Product description
 - Project charter
- **Scope Planning**
 - The Scope Statement, Scope Management Plan
- **Scope Definition**
 - Work Breakdown Structure
 - Decomposition
- **Scope Verification**
 - Inspection, Formal acceptance
- **Scope Change Control**

Time Management

- **Activity Definition**
 - activities
- **Activity Sequencing**
 - dependencies, PDM, ADM, network diagrams, PERT
- **Activity Duration Estimating**
 - resource information, analogous estimating, simulating
- **Schedule Development**
 - resource pool, calendars, CPM, GERT, PERT, compression, leveling, schedule management plan
- **Schedule Control**

Cost Management

- **Resource Planning**
 - resource requirements
- **Cost Estimating**
 - analogous estimating, parametric modeling, bottom-up estimating, cost management plan
- **Cost Budgeting**
 - cost baseline
- **Cost Control**
 - change control, EAC

Quality Management

- **Quality Planning**
 - ISO 9000, TQM, continuous improvement, Deming, Juran, Crosby, Quality policy, benefit/cost analysis, benchmarking, cause-and-effect, design of experiments, Quality Management Plan, checklists
- **Quality Assurance**
 - Quality audits, Quality Improvement
- **Quality Control**
 - inspections, control charts, pareto diagrams, statistical sampling, trend analysis

HR Management

- **Organizational Planning**
 - project interfaces, organizational theory, roles and responsibilities, RAM, staffing management plan, org chart, OBS
- **Staff Acquisition**
 - project team directory
- **Team Development**
 - team building, reward and recognition, collocation, training, performance appraisals

Communications Management

- **Communications Planning**
 - stakeholder analysis, communications management plan
- **Information Distribution**
 - project records
- **Performance Reporting**
 - performance reviews, variance analysis, trend analysis, earned value analysis, BCWS, ACWP, BCWP, CV, SV, CPI, SPI
- **Administrative Closure**
 - project archives, lessons learned, formal acceptance

Risk Management

- **Risk Identification**
 - sources of risk, risk events, risk symptoms
- **Risk Quantification**
 - stakeholder risk tolerance, expected monetary value, statistical sums, simulation - Monte Carlo, decision trees, opportunities
- **Risk Response Development**
 - avoidance, mitigation, acceptance, contingency planning, alternatives, insurance, risk management plan, reserves
- **Risk Response Control**
 - workarounds

Procurement Management

- **Procurement Planning**
 - make-or-buy analysis, contract types, procurement management plan, SOW
- **Solicitation Planning**
 - IFB, RFP, RFQ, evaluation criteria
- **Solicitation**
 - seller lists, bidding conferences, advertising, proposals
- **Source Selection**
 - contract negotiation, weighting, screening, contract
- **Contract Administration**
- **Contract Close-out**