

# Project Management Fundamentals

---

**Length:** 1 Day

**Prerequisites:** Some on-the-job experience in participating in managed projects would be preferable; but, not mandatory.

## OBJECTIVES:

- Identify the key processes and requirements of project management
- Initiate a project
- Plan for time and cost
- Plan for project risks, communication, and change control
- Manage a project
- Execute the project closeout phase

## OUTLINES:

### 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

- Bring 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