

ESSENTIALS OF PROJECT MANAGEMENT

Course Code: MK201

Duration: 7 hours

Credits: 7 PDUs

Course Description

This course includes essential project management concepts and proven processes, tools and techniques based on project best practices and aligned with the latest edition of the *PMBOK® Guide*.

Course Learning Objectives

By the end of the course, through interactive instructor-facilitated group discussions, individual exercises, and team workshops, participants will be able to:

- define a project, project management and associated processes, a stakeholder and lessons learned;
- describe a project life-cycle, an issue and various conflict management techniques, components of a performance measurement baseline (scope, schedule, cost), a stakeholder register and closing report contents;
- explain the relationship between a program and a portfolio, various best-practiced contents of work performance reports, and change control;
- recognize factors influencing project results and success, a project charter's best-practiced contents, common sections of a subsidiary management plan, the various stages of team development and common closing activities.

Course Target Audience

Individuals who will benefit from this course include Project Leaders, Team Members, Administration and Management

Course Content

Module 1: Introduction to Project Management

- Project
- Project Management
- Project Life Cycle
- Program and Portfolio
- Project Success Factors

Module 2: Initiating

- Stakeholder
- Project Charter

Module 3: Planning

- Project Management Plan
- Subsidiary Management Plans
- Performance Measurement Baseline (Scope, Schedule, Cost)

Module 4: Executing, Monitoring and Controlling

- Essential Control Processes
- Work Performance Reports
- Project Team Development
- Issue and Conflict Management
- Change Control

Module 5: Closing

- Closing Activities
- Closing Report
- Lessons Learned

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