

## FUNDAMENTALS OF PROJECT MANAGEMENT

**Course Code: PK101E**

**Duration: 14 hours**

**Credits: 14 PDUs**

### Course Description

Participants will learn a fundamental approach in planning and monitoring a project throughout the entire project lifecycle from project initiating to project closing using proven processes, tools and techniques based on project best practices and aligned with the latest edition of the PMI® PMBOK® (Guide to the Project Management Body of Knowledge). Individual exercises combined with interactive group discussions and participant provided projects or case-study driven team workshops will guide participants through a fundamental project management methodology.

### Target Audience

Individuals who will benefit from this course include Project Managers/Leaders and Team Members

### Course Objectives

Promote project standardization and success with the implementation of a fundamental project management methodology to achieve project objectives.

### Course Outline

---

#### Module 1: Introduction to Project Management

- PM definitions, history and evolution
- Projects vs. Operations
- Project management and lifecycle
- Program management
- Portfolio management
- Project success factors

#### Module 2: Project Initiating

- Project organization structures
- Key project roles and responsibilities
- Stakeholders: strategies and register
- Project charter

#### Module 3: Project Planning

- Planning kick-off
- Project management plan
- Subsidiary management plans
- Requirements with a "SMART" model
- Project Baselines (Scope, Schedule, Cost)
- Supporting management plans

#### Module 4: Project Executing, Monitoring and Controlling

- Monitoring and controlling processes.
- Earned Value Management (EVM)
- Performance reporting
- Project team development
- Managing issues and stakeholders
- Change management

#### Module 5: Project Closing

- Closing activities and reports
- Lessons learned