

ESSENTIALS OF PROJECT MANAGEMENT

Course Code: MK201

Duration: 1 day

Credits: 7 PDUs

Course Description

In this comprehensive one-day course, attendees will learn and apply an essential project management approach to the entire project lifecycle based on proven project management concepts, processes, tools and techniques aligned with the latest edition of the *PMBOK® Guide* (Guide to the Project Management Body of Knowledge).

Target Audience

Individuals who will benefit from this course include new project leaders/managers, experienced project managers seeking to learn industry terms and best practices, project control officers (PCOs), project team members and any other stakeholders working in a project environment.

Course Objectives

- Identify the contents of an essential project management plan
- Distinguish the various phases of a project's lifecycle
- Assess and classify project stakeholders
- Create a project charter based on a best-practiced template
- Organize an effective planning kick-off meeting
- Establish a project performance measurement baseline
- Describe key stages of team development (Tuckman model)
- Understand the importance of managing issues and conflicts
- Process change requests in project change control
- Recognize key closing phase or project activities

Course Outline

Module 1: Project Management Essentials

- Project Definition
- Project Management Concepts
- Project Phases and Life Cycle
- Project Success Factors

Module 2: Project Initiating

- Stakeholders
- Project Charter

Module 3: Project Planning

- Planning Kick-off
- Project Management Plan
- Project Measurement Baseline

Module 4: Project Executing, Monitoring and Controlling

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

Module 5: Project Closing

- Closing Activities and Report
- Lessons Learned