

## FUNDAMENTALS OF PROJECT MANAGEMENT

**Course Code: PK101**

**Duration: 2 days**

**Credits: 14 PDUs**

### Course Description

In this comprehensive two-day course, attendees will learn how projects interact with operations, programs and portfolios and to apply a fundamental project management approach to the entire project lifecycle from project initiating to closing 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/program 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

- Compare definitions, objectives, and organization of projects and operations
- Organize projects into larger programs and strategic portfolios
- Recognize factors influencing project results and success
- Define key roles and responsibilities in a project organization
- Establish a project stakeholder strategy and register
- Document key project justifications and objectives in a project charter
- Identify key subsidiary plans and baselines of the project management plan
- Recognize key project executing, monitoring and controlling processes
- Apply Earned Value Management (EVM) in performance reporting
- Describe key stages of team development (Tuckman model)
- Log issues and address with proven conflict management strategies
- Analyze sources of project change as per the Change Management Plan
- Build a closing report as part of key project closing activities
- Conduct an effective lessons learned activity for continuous improvement

### Course Outline

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#### **Module 1: Project Management Fundamentals**

- Evolution of Project Management
- Projects vs. Operations
- Project, Program and Portfolio Management
- Project Success Factors

#### **Module 2: Project Initiating**

- Project Organization
- Key Project Roles and Responsibilities
- Stakeholders
- Project Charter

#### **Module 3: Project Planning**

- Planning Kick-off
- Project Management Plan
- Subsidiary Management Plans
- Project Baselines

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

- Fundamental Executing, Monitoring and Controlling Processes
- Earned Value Management (EVM) and Performance Reporting
- Project Team Development (Tuckman Model)
- Managing Issues and Stakeholder Expectations
- Change Management and the Change Control Board

#### **Module 5: Project Closing**

- Closing Activities and Report
- Lessons Learned