

Introduction to Project Management Training

Applied Technology Academy

This introduction to project management training course provides you with the fundamental knowledge and skills to successfully lead a project from beginning to end. You will gain hands-on project experience through a simulated project case study.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Introduction	2 Days	1 year: Project Management	\$100,000	No

Course Overview

- Leverage key project management concepts.
- Lead a project from beginning to end.
- Motivate and lead your project team.
- Implement effective project management processes.
- Develop the leadership skills needed for successfully planning, managing, and delivering projects of any size and scope.
- Test your knowledge in the end-of-course exam.
- Continue learning and face new challenges with after-course one-on-one instructor coaching.

Course Outline

- **Module 1: Introduction to Project Management**
 - Benefits and Value of Project Management
 - Communication as the Key to Project Success
 - Defining a Project
 - Defining Projects, Programs, and Portfolio Management
 - The Project Management Process
 - The Phases of Project Management
 - Activity: The Way Many Projects Start – Chaos
- **Module 2: Initiating a Project**
 - Defining the Initiation Phase
 - Linking Strategic Value to the Project
 - Business Case Overview
 - Issue Tracking
 - Assumptions
 - Defining the Objective of a Project
 - Creating the Objective Statement (the Five “W” Questions)

- Translating the Statement into Deliverables
- Activity: Building an Objective Statement and Deliverables List
- Project Charters and other initiating activities
- Strategic considerations
- **Module 3: Planning the Project**
 - What a project plan is
 - The Narrative Planning Document
 - Outline of Content
 - Stakeholders
 - Defining Stakeholders
 - How They Contribute to the Development of a Project Plan
 - Stakeholder Analysis
 - Stakeholder Engagement Plan
 - Stakeholder Communication Plan
 - Creating the Work Breakdown Structure(WBS)
 - Defining the Work Breakdown Structure (WBS)
 - How the WBS is Developed
 - Activity: Build the WBS for Class Project
 - Creating the Project Schedule
 - Identifying Activities
 - Estimating Activities
 - Determining Duration of Project Activities
 - Sequencing Activities
 - Activity: Sequence Project Activities (create network diagram)
 - Resourcing the Schedule (Identify, Allocate, Optimize)
 - Finalizing Schedule (Determining Project Duration, Understanding Critical Path, Refining the Project to Meet Objectives and Constraints)
- **Module 4: Project Risk Management**
 - Define Risk Management
 - Risk Identification
 - Analyze Probability and Impacts
 - Risk Registers
 - Plan Risk Responses
 - Activity: Develop Risk Register for Class Project
 - Contingency Plans
 - Early Warning Signs
- **Module 5: Baselining the Plan**

- Change control
- Process Defined
- Scaling Process to Fit the Project
- Project team guidelines
- Status Meetings
- Schedule Updates
- Issue and Risk Tracking and Reporting
- Other considerations
- Quality Management Plan
- Project Procurement Plan
- Getting Approval to Execute a Plan
- Activity: Team Review of Completed Project Plan
- **Module 6: Executing the Plan**
 - Defining executing/monitoring and controlling processes
 - The Management Processes
 - How to Monitor and Control Key Plan Elements
 - Project Status Reports
 - Analyzing Data Against a Baseline to Determine Progress
 - Taking Corrective Action to Meet Project Constraints
 - Activity: Review Project Status Report and Schedule
- **Module 7: Project Closure**
 - Determining if a project is ready to close
 - Transfer of Project Deliverable(s) to Operational Control
 - Determining if Project Objectives and Business Value Have Been Attained
 - Conducting Lessons-Learned Review
 - Appropriate Celebrations
 - Building Project Management Capabilities in Organizations
 - Activity: Course Review and Communication of Learnings

Intended Audience

- Project Management Training Premium Bundle Details
- Premium Blended Training Benefits

The premium training bundle includes the following:

- The Project Management Fundamentals Adaptive eLearning Course
- The 2-day Instructor-led Learning Tree Course 296, {course:296}
- Adaptive Learning Modules List
- Initiating a Project

- Gathering Requirements
- Developing the Scope
- Developing the Schedule - Overview
- Developing the Schedule - Identifying Activities
- Developing the Schedule - Estimating Durations
- Developing the Schedule - Sequencing Activities
- Developing the Schedule - Scheduling the Project
- Optimizing the Schedule
- Executing a Project
- Identifying and Managing Risks
- Analyzing and Responding to Risks
- Leadership and Communication
- Development Models

Prerequisites

None

Follow-On Courses

- Certified Associate in Project Management (CAPM) Training
- Project Management Professional (PMP) Training
- PMI-ACP
- PG-MP

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.