



The Essentials

What do you need to get your project started, organized, and completed? Would it be useful to have a toolkit of tried and true templates, checklists, and tools to help you? Besides providing you with the Essentials, you'll know what's needed and how to successfully manage the project from start to finish. We cover the five project management process groups and the nine knowledge areas; however the integrative nature of the Essentials course makes it much more than a basic project management course. You'll understand what the pieces of a successful project are and how they fit together.

Who Should Attend

- Project team members
- Project and program managers
- Operations managers
- Managers of corporate departments
- Executive Directors of non profit organizations
- Executives with business planning responsibilities
- Professional engineers
- Information technology professionals

Learning Outcomes

After attending the Essentials seminar, you will be able to:

- Communicate effectively with project stakeholders using a project management lexicon
- Understand project and product life cycles
- Identify the five project management process groups and nine knowledge areas
- Develop a communication plan to help you interact effectively with project stakeholders
- Create a project charter, scope statement, and project management plan
- Create, monitor, and control the schedule and budget for a project
- Manage project quality and risks
- Gather lessons learned and best practices
- Close the project properly



MODULE 1

Project Management Framework

- Overview of PMBO[®] Guide
- 9 knowledge areas
- 5 process groups
- Defining project success
- Definitions
- Constraints pentagon
- Project stakeholders

MODULE 2

Project Integration Management

- The Project Life Cycle
- Phases, milestones, and deliverables
- 5 occurrences of project integration

MODULE 3

Project Initiation

- Preparing a business case
- Project selection criteria
- Project charter

MODULE 4

Project Planning

- Collect project requirements
- Create the project management plan
- Prepare the project scope statement
- Build the work breakdown structure
- Define, estimating, and sequencing tasks
- Critical path method
- Prepare a cost budget
- Quality planning, assurance and control
- Risk management planning and analysis
- Human resource management
- Develop a communications management plan
- Procurement management

MODULE 5

Project Execution

- Team acquisition and development
- Creating a team charter

MODULE 6

Project Monitoring and Control

- Performance measurement
- Meetings management
- Change management

MODULE 7

Project Close Out

- Closing the project
- Summarize phase end reviews
- Lessons learned and best practices
- Project final report
- Post project evaluation