



Course Description

Information technology professionals, making the transition from technical responsibilities to the role of project leader, will benefit from this introductory course. The fundamental principles of project management and the processes important to keeping a project on track for completion are the foundation of the course. Customer and team communication skills as well as knowing when to ask for help on projects are covered. This course is not intended to make anyone a project management expert but introduces the basic concepts, terminology and tools necessary for managing small projects.

Curriculum

- The Accidental Profession
 - Define “project”
 - Give examples of project and non-project efforts
 - Describe the motivation for project management
 - Outline the main principles of project management including the triple constraints, project life cycle, communication, and risk
- Project Initiation
 - Describe the processes in scope management
 - Outline the processes in risk management
 - Describe the project charter and feasibility
- Project Planning
 - Describe integration, cost, quality, and time management
 - Build a work break down structure (WBS)
 - Develop a critical path
 - Develop a project budget
 - Describe a complete project plan
- Project Execution
 - Outline human resources management
 - Describe the role of the project manager
- Project Control
 - Class Exercises· Compute remaining work
 - Detect schedule slippage
 - Identify overloaded resources
- Project Closeout
 - Describe approaches to gathering, maintaining, and applying lessons learned
 - Explain typical requirements for transition to support/operations
 - List some ways to celebrate and acknowledge the team
 - Identify overloaded resources
- Course Conclusion
 - Wrap up the case study and summarize group lessons learned
 - Review attainment of learning objectives