



Project Management

Overview: Provide class participants with the skills need to plan and implement projects utilizing the Project Management Institute's (PMI) Body of Knowledge (PMBOK). The class is offered as an 8-hour class that may be offered in one 8-hour session or in two consecutive half-day sessions. Class utilizes a Case Study to support training activities.

Audience: Engineers, supervisors, managers, marketing professionals. Individuals who have the responsibility to plan and manage projects.

Course Outline:

- Overview of Project Management
 - Brief history of project management
 - General Management vs. Project Management
 - Project Management methodology and areas of focus
 - Project Management stakeholders
- Managing the Project Scope
 - Project initiation
 - Scope planning
 - Work Breakdown Structure (WBS)
 - Determining project feasibility
 - Defining and confirming the project scope statement
 - Scope change control
- Time Management
 - Task definition
 - Task sequencing (task precedence)
 - Creating the schedule (assumptions and constraints)
 - Critical Path Method (CPM) and Program Evaluation and Review Technique (PERT)
 - Gantt Chart (and software tools to support)
 - Schedule management
- People Management
 - Organization planning (staff planning)
 - Team selection (recruitment and assignment)
 - Team development
- Cost Management
 - Resource planning
 - Cost estimation
 - Project Cost Worksheet
 - Budget creation
 - Cost management
- Quality Management
 - Quality Assurance plan
 - Project Quality Control
- Risk Management
 - Risk management plan
 - Risk analysis (including rating process)
 - Risk response and mitigation
 - Contingency planning
- Issuance of Final Exam