

Course Outline: Project Management Fundamentals (PMP Express)

Learning Method: Instructor-led Classroom Learning

Duration: 3.00 Day(s)/ 24 hrs

Overview:

This 3-day course provides the fundamental concepts, processes, and techniques to successfully manage projects. It features the exciting hands-on Race to Results Simulation that provides project management experience set in the context of motor racing. Learned project management fundamentals are immediately practiced in a multiple project team environment to maximize achievement of enterprise objectives. Lessons learned are captured and discussed relative to the participant's work environments.

Who Should Attend:

This course is intended for individuals who are employed as Systems Administrator and Managers.

At Course Completion:

After completing this course, students should have learnt hoe to:

- Identify and implement components of the PMI
- Project Management Framework (Project Cycle, Implementation Processes, and Knowledge Areas)
- Understand, apply, and communicate project management vocabulary, framework, processes, and knowledge areas for projects
- Develop credible project plans
- Manage the interaction of scope, schedule, and resources throughout the project lifecycle
- Measure, assess, and communicate project Progress
- Implement adaptive action to achieve the project plan

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Outline:

Module 1:

Initiate The Project

- Initiate the project Organization
- Prepare the objective Statement
- Validate the Objective Statement

Define Scope Requirements

- Validate Scope Requirements
- Formalize Scope Requirements
- Define Project Framework

Module 2:

Develop the Work Breakdown Structure

- Prepare and Review
- Identify and Organize the Work
- Documents the Structure

Determine Logical Dependencies

- Analyze the Network
- Develop Preliminary Schedule
- Prepare Estimates

Manage Project Constraints

- Assess Resource Requirements
- Review OS constraints

Manage Project Constraints

- Explore Trade-off and Document Alternative Plans

Identify Project Risks

- Assess Risk
- Create Risk Management Plans
- Manage Project Risks

Review the Plan

- Validate the Plan
- Finalize the Project Plan\
- Set the Project Baseline

Module 3:

Determine Project Progress

- Collect Status Data
- Determine Variance from Plan
- Analyze Variance Impact

Plan and Take Adaptive Action

- Plan Adaptive Action Strategies
- Implement Adaptive Actions

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- Evaluate and Follow Up as Required

Report Project Status –Prepare Reports

- Prepare Reports
- Communicate
- Archive Project Information

Conduct Project Reviews

- Schedule the reviews
- Review The Project

Conduct Project Reviews

- Make Project Adjustments

Close Out the Project

- Perform Transition/Shutdown Activities

Close Out the Project

- Conduct a Project Retrospective
- Reward , Recognize and Celebrate

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