

Number	Course Name	Days	PDU's	Cost
FUND	Project Management Fundamentals	2	14	\$895

See [www.softkeyinc.com/pmu.php](http://www.softkeyinc.com/pmu.php) for course schedule.

Project management has quickly become a core competency for most organizations as they move toward a project-oriented approach to managing their businesses. This two-day course is designed to provide an introduction to project management. It provides the "big picture" of how project management tools and techniques are used to establish a firm foundation for a project, select and organize a team to perform project tasks, create schedules, budgets and project plans, monitor and control ongoing project performance, and close the project upon its completion. Students will learn how to minimize risk throughout the project life cycle by using contingency planning techniques. This course provides a common language for project management and utilizes the terminology and concepts provided in the Project Management Body of Knowledge<sup>®</sup> published by the Project Management Institute. This course is designed to be interactive and informal and includes practical exercises and a class book for each student.

## Topics:

- ▶ Overview
- ▶ Project charter
- ▶ Roles and responsibilities
- ▶ Developing the project schedule
- ▶ Managing the project team
- ▶ Project life cycle
- ▶ Kickoff meeting
- ▶ The project process
- ▶ Critical path analysis
- ▶ Controlling the project
- ▶ Goals and objectives
- ▶ Project team
- ▶ Project planning
- ▶ Risk analysis
- ▶ Closing the project

## At the end of this course you will understand:

- ▶ The definition of a project and project management
- ▶ The project and product life cycle
- ▶ Defining goals and objectives for a project
- ▶ Identifying the project team and assigning roles and responsibilities
- ▶ The project charter and project plan
- ▶ The planning process and the importance of planning
- ▶ Critical path analysis and its importance
- ▶ Assessing scope and schedule risk
- ▶ Techniques in managing a project team
- ▶ Tracking and controlling the project
- ▶ How to properly close a project

