

Number	Course Name	Days	PDU's	Cost
PPM	Practice of Project Management	3	21	\$1195

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

This hands-on, highly interactive course is designed to provide practicing project managers and team members the essential skills for managing projects. This course covers all aspects of project management from startup to closeout. Participants will learn how to structure and plan a project, how to form the team, how to monitor and control the project, assess risk, build quality into the project and much more. 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:

▶ Project life cycle	▶ Goals and objectives	▶ Business Case
▶ Project Charter & kickoff Meeting	▶ Roles and responsibilities on the project team	▶ Building an effective and cohesive team
▶ Stakeholder analysis and project communication	▶ Planning the project and the project plan	▶ Defining and managing project scope
▶ Developing the WBS	▶ Task relationships	▶ Estimating
▶ Developing the project schedule	▶ Task dependencies and critical path analysis	▶ Risk identification and quantification
▶ Budgeting	▶ Project Baselines	▶ Managing the project team
▶ Controlling the project	▶ Change control	▶ Closing the project

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

- ▶ The responsibilities and characteristics of a project manager
- ▶ The benefits of project management and the role of key participants
- ▶ Leadership in project management and the challenges of team building
- ▶ Developing a project plan
- ▶ Defining scope and gathering requirements
- ▶ Developing a good work breakdown structure and schedule
- ▶ Controlling a project's time and cost
- ▶ Monitoring a project and managing change
- ▶ Assessing scope and schedule risk
- ▶ Effective project communication and tips for managing expectations

