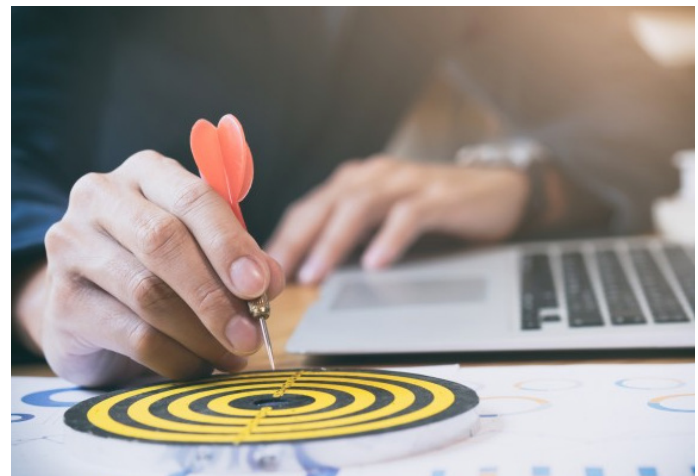# PROJECT MANAGEMENT

## ABOUT THE COURSE

This course teaches participants the fundamentals of project management. You will learn how to manage time and costs, implement quality measures, handle project risks, acquire and motivate team members and communicate effectively.

## LEARNING OBJECTIVES

- Identify the critical functions, skills, responsibilities, and challenges of a project manager
- Define the project scope
- Write a project charter
- Develop a task list
- Assign resources and estimate resource costs
- Compute a project's estimate at completion (EAC)
- Design a risk management plan
- Establish baselines and monitor progress
- Compute the variance at completion (VAC)
- Write closeout reports and terminate a project

## DETAILED OUTLINE

### Key Concepts

- What is a Project?
- What is Project Management?
- What is a Project Manager?
- About the Project Management Institute (PMI)
- About the Project Management Body Of Knowledge (PMBOK)
- The Five Process Groups
- The Nine Knowledge Areas
- The Triple Constraint

### Project Initiation

- Identifying Your Stakeholders
- Assessing Needs and Wants
- Setting a SMART Project Goal
- Creating Requirements and Deliverables
- Creating a Statement of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

### Planning Tools

- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Introduction to Microsoft Project

"Christian talent is unlimited. He is a fantastic PM instructor and what he brings to the table is considerable. I not only enjoyed his manner and the way he delivered the content, but I think the way he challenges the class to come up with solutions made this class a worth every cent. He gives his students real life examples. He provides a lot of sources. He makes a point to share ideas that are geared to each student. He is a great teacher. Christian would make anything he would teach interesting."

**Lisa LaChapelle – Private**

## Planning

- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs
- Building the Work Breakdown Structure
- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

## Executing the Project

- Establishing Baselines
- Monitoring Project Progress
- Triple Constraint Reduction Methods

## Maintaining and Controlling the Project

- Making the Most of Status Updates
- Managing Change
- Monitoring Risks

## Closing Out

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.

> This course was absolutely wonderful! Mr. Greer presented the subject matter using a method that was not only informative, but engaging as well. I am very happy with what I have learned and I feel confident that I am walking away a new skill set and understanding that I didn't have upon arriving 2 days ago. Thanks so much Mr. Greer!!! A++"
>
> **Sheila Schook - Chicago Public Schools**

## MESSAGE FROM THE CEO
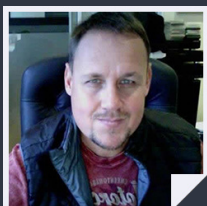
**William J Gee (aka Billy)**
Productivity and Communication Specialist

Once considered a specialist skill, Project Management is today an important and necessary skill for all team leaders, managers and support staff. This class is ideal for anyone who is new to Project Management who needs to learn how to complete projects on time and within budget.