



Project Manager Training

An Introduction to Essential Skills and Techniques for the Modern Project Manager

Project Management has been demonstrated to improve the chances of successfully completing work efforts within the constraints of time, budget and quality. While project management originated in advanced-technology areas, its usefulness extends well beyond its original engineering, construction and product development applications and has become essential for individual and organizational productivity excellence in today's business world.

This five-day course, designed around the six domains in project management identified by the Project Management Institute as Project Initiating, Planning, Executing, Controlling and Closing; and Professional Responsibility, prepares you to immediately start to implement the principles and techniques of modern project management in your business and work environment.

WHO SHOULD ATTEND

This course should be attended by project managers, project team members, executives, functional managers, and any individuals involved with the initiating, planning, executing and control of projects.

COURSE FEATURES

Through instruction, dialog and real-world examples and exercises drawing from the experience of both instructor and attendees, upon completion of this course you will:

- Understand the basic definitions, knowledge areas and processes associated with modern project management
- Understand and be able to implement effective processes for Initiating, Planning, Executing, Controlling and Closing successful projects.
- Understand the basic concepts of professional, ethical and competency requirements of the modern Project Manager.
- Be better prepared to sit for the Project Management Institute's Project Management Professional certification examination.

COURSE OUTLINE

Project Fundamentals

- Definitions, Processes and Knowledge Areas
- Roles and Responsibilities

Initiating the Project

- Project Selection
- Project Scope Definition and the Project Charter

Planning the Project

- The Planning Process
- Scope Definition and the Work Breakdown Structure
- Schedule and Budget Estimating and Development
- Organizational, Quality and Risk Planning

Executing the Project

- Project Plan Execution
- Project Team Development and Motivation
- Communications and Administration
- Procurement Activities

Controlling the Project

- Performance Measurement and Reporting
- Earned Value Analysis
- Schedule and Cost Management and Control
- Quality and Risk Monitoring and Control

Closing the Project

- Contract and Project Close-Out
- Formal Acceptance and Archives
- Project Evaluations and Lessons Learned

Professionalism

- Professional Responsibilities and Ethics
- Project Cultures
- Project Manager Competencies

Program Number: PME005
Duration: 5 days
Time: 8:30 a.m. - 4:30 p.m.
Earn: 35 PDU's and 3.5 CEU's

KNOWLEDGE AREAS ADDRESSED

This course addresses the following knowledge areas of the Project Management Institute's *A Guide to the Project Management Body of Knowledge*:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project HR Management
- Project Comm. Mgt.
- Project Risk Mgt.
- Project Procurement Mgt.