

Project Management Fundamentals

Duration

In Person: 2 days

LiveOnline: 3 sessions of 4.5 hours

PDU

This course will contribute 12 PMI® professional development units (PDUs) towards your chosen certification (8 Ways of Working and 4 Power Skills).



Do you want to deliver your projects on budget, on time and with high-quality results?

Whether you've been managing projects for a while or just landed a role involving project management, brushing up on fundamental project management principles and tools can save you time and stress in the long run. The Project Management Fundamentals course demystifies project management, builds your confidence and gives you real-world skills that you can apply straight away. You'll leave this workshop understanding the stages within the project management lifecycle and how to implement fundamental project management techniques at each stage.

Learning Outcomes

During this course you will learn about:

- How to clearly scope a project and identify and manage key stakeholders
- What needs to be undertaken to complete a project using a work breakdown structure
- How to identify risk and implement a risk management plan
- Approaches to get your project back on track
- Using reporting and evaluation tools to track project performance.
- Successfully closing and completing a project

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Intended For

This course is aimed at:

- Project Managers looking for formal training
- Those looking to learn practical tools and techniques to apply projects in the workplace
- Those with existing project management accountability who are looking to brush up on the core principles and tools of project management
- Anyone who is brand new to project management

Prerequisites

There are no prerequisites for the Project Management Fundamentals class.

Content

Topics and exercises covered in the course include:

- Project Lifecycle
 - Role of the Project Manager
 - Initiation
 - Project Scope
 - Stakeholder Identification
 - Project Parameters
 - Scheduling and Estimating
 - Identifying Deliverables
 - Risk Management
- Planning and Monitoring
 - Work Breakdown Structure (WBS)
 - Monitoring and Reporting on Progress
 - Managing Setbacks
 - Project Variations
- Project Leadership
 - Time Management
 - Effective Delegation
 - Communication and Collaboration
 - Stakeholder Engagement

Lecturing is kept to the minimum necessary where most of the learning is achieved by applying the practices and techniques in group exercises. Our LiveOnline delivery is over three days (each four and a half hours in duration). The instructor is 100% live and interaction and learning objectives are the same as our in-person classes with the added benefit of being able to take this course from your home, your office or your home office. Since this class is delivered over half-days it allows for greater flexibility and leaves you with time each day for other work or activities.