Introduction to Project Management

Modality: Self-Paced Learning

Duration: 10 Hours

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Learn, Master, Master Plus

About this course:

This series focuses on introducing participants to the practical basics of project management. Focus is placed on the ANSI and IEEE accepted standards for professional project management.

The Introduction to Project Management course covers the introductory concepts of different Project Management methodologies like PMP® certification, Agile and Scrum.

The average salary for an Associate Project Manager is **$89,286** per year.

Course Objective:

After completing this course, students will be able to:

- Ensure participants understand the fundamentals of project management and implement standard processes and practices to be successful in their project delivery.
- Enable organizations in providing effective project management delivery which reduces costs, project duration and increases business value using different methodologies.
- Establish the participant's knowledge on all project management concepts, terms, and tools.

Audience:

This is the best introductory course for a professional who aspires to get into project management and know the different types of project management methodologies and processes.

Prerequisites:

- You are self-driven and motivated to learn
- You can communicate fluently and professionally in English
- You are willing to contribute to the course, including participating in the discussion forum and giving us feedback on how we can improve the course

Suggested prerequisites courses:

- Project Management Professional (PMP)®
- Project Management Skills for Non-Project Managers

Course Outline:

Course Introduction

- Course Introduction

Module 01 - Introduction & Overview

- Module 01 - Introduction & Overview
- Module 01 Introduction
- Course Expectations
- Some Project Management Numbers Part 1
- Some Project Management Numbers Part 2
- What Tools Do You Need?
- Certifications
- What Is Project Management All About?
- How To Attain Great Results?
- The Division of Skills

Module 02 - Teams & Leadership

- Teams & Leadership Part 1
- Teams & Leadership Part 2
- Janssen's Model for Reactions to Change
- Conceptual Approach
- Spontaneous Approach
- Normative Approach
- Methodical Approach
- Approaches Lead to Roles
- The P.E.P. Cycle
- It's All In the Handoffs
- Five Reasons for Balancing Your Project Team
- The Five Dysfunctions of a Team
- Absence of Trust Part 1
- Absence of Trust Part 2
- Absence of Conflict Part 1
- Absence of Conflict Part 2
- The Changing View of Conflict
- The Five (5) Conflict Resolution Modes
- Lack of Commitment Part 1
- Lack of Commitment Part 2
- Avoidance of Accountability Part 1
- Avoidance of Accountability Part 2
- Inattention to Results Part 1

- Inattention to Results Part 2

Module 03 - Project Communication

- Project Communication Part 1
- Project Communication Part 2
- Why Is Communication Important?
- With Whom Do We Communicate?
- Listening
- Channels of Communication
- Where Do We Get Understanding
- Hallway Conversations & Lunches
- Didactic Communications
- Meetings
- Basic Meeting Rules
- The Communications Plan
- Team Board
- The Use of Collaboration Tools

Module 04 - Stakeholder Management

- Stakeholder Management Part 1
- Stakeholder Management Part 2
- Who is a Stakeholder?
- Steps in Basic Stakeholder Management
- Stakeholder Super Groups
- The People Who Oppose Your Project
- Stakeholder Prioritization

Module 05 - The Basics of Project Management

- The Basics of Project Management Part 1
- The Basics of Project Management Part 2
- There Are No Absolutes
- What is Project Management?
- The Iron Triangle
- Project Boundaries
- PMBOK® Guide Knowledge Areas
- The Process Groups & Knowledge Areas Combined
- Every Project Should Have?
- Project Management Plan
- The Project Management Plan Can Also Include
- The Reporting Information Flow
- The Project Data Sheet (PDS) / Charter
- Status Reporting
- Project Portfolio Dashboard
- The Basic Planning Steps

Module 06 - Scope and Requirements

- Scope and Requirements Part 1
- Scope and Requirements Part 2
- The Importance of Scope & Requirements Definition
- The PMI Scope Management Framework
- The Product vs. Project Scope
- What is a Requirement??
- Types of Requirements
- Getting Quality Requirements
- The Work Breakdown Structure
- What the WBS Is
- What a WBS is NOT
- Components of the WBS
- A Basic WBS
- Managing Change
- What's wrong with this WBS?
- Answer Four Key Questions
- The Fourth Question?
- Why use a WBS?
- Introduction to Displayed Thinking
- In Scope and Out of Scope
- WBS
- A Use Case
- Detailed Use Cases

Module 07 - Developmental Methodologies

- Developmental Methodologies Part 1
- Developmental Methodologies Part 2
- Project Management & Development Methodologies
- Developmental Methodology Pyramid
- Developmental Methodology Chart
- Three Major Types
- The Basic Waterfall Model
- Keys to the Waterfall Model
- Waterfall Keys Challenges
- The Spiral Development Cycle
- Advantages of the Spiral Model
- Challenges of the Spiral Model
- Prototyping
- Reasons to Prototype
- Dangers of Prototyping
- Agile Development Values...
- The 12 Principles of Agile Software
- XP Is Customer Focused
- XP, How Does It Work?
- Iteration 0

- The Basic Steps Part 1
- The Basic Steps Part 2
- Tools For Agile Development
- Feature Cards
- Major Methodologies
- Selecting A Methodology

Module 08 - Effective Budgets & Schedules

- Effective Budgets & Schedules Part 1
- Effective Budgets & Schedules Part 2
- The Basic Steps in Scheduling
- Sequencing
- Sequencing Methods
- Sequencing - Finish to Start
- Sequencing - Start to Start
- Sequencing - Finish to Finish
- Sequencing - Start to Finish
- Sequencing Diagram
- Resource Estimating
- Responsibility Assignment Matrix (RAM)
- Duration Estimating
- The Critical Formula
- Efficiency vs. Availability Part 1
- Efficiency vs. Availability Part 2
- Efficiency vs. Availability Part 3
- Project Evaluation & Review Technique (PERT) Part 1
- Project Evaluation & Review Technique (PERT) Part 2
- PERT Example
- Stages for Budget Development
- Estimating Techniques
- Don't Back into Your Schedule
- Critical Path Method Part 1
- Critical Path Method Part 2
- Critical Path Method Part 3
- Critical Path Method Part 4
- To Decrease Your Schedule
- Brooke's Law

Module 09 - Project Performance

- Project Performance Part 1
- Project Performance Part 2
- Project Performance Part 3
- What Causes Project Delays? Part 1
- What Causes Project Delays? Part 2
- Multi-Tasking Part 1
- Multi-Tasking Part 2

- What Behavior Do You Want?
- The Keys to Success
- Measuring Success
- Project Performance Chart
- The Triangle
- Introduction to Earned Value Part 1
- Introduction to Earned Value Part 2
- Earned Value Requirements Part 1
- Earned Value Requirements Part 2
- Earned Value - Key Terms
- Project Performance Key Values
- Cost Analysis
- Schedule Analysis
- Forecasting - ETC
- Forecasting - EAC
- Forecasting - TCPI
- Earned Value Graphs Part 1
- Earned Value Graphs Part 2
- Earned Value Radar
- Spark Lines and Bullet Graphs
- Earned Value Chart
- The Results
- Conclusions

Module 10 - Change Management

- Module 10 - Change Management
- Module 10 Introduction
- Keys to Managing Change
- Scope Change Management
- Change Request Form
- Action Items or Issues

Course Conclusion

- Course Closure