

Introduction to Project Management

Course Description

This 2-day course is designed to meet the needs of participants who are either new to project management or have not had formal project management training. It provides a basic understanding of the fundamentals, tools and concepts of project management. Participants will acquire the required knowledge and skills that will enable them to plan, manage and close a project.

This is achieved through a balance of formal presentations, case studies, hands-on practical exercises and group activities. A brief overview of the Project Management Body of Knowledge (PMBOK) and the Project Management Professional (PMP) certifications will be provided.

Learning Objectives

- Understand the principles of project management.
- Develop an understanding of the project life cycle.
- Understand project management terminology.
- Understand the roles and responsibilities of a project manager.
- Develop a basic project plan, including a plan charter, work breakdown structure, network diagram, costing and scheduling.
- Determine project risk and effectively close out a project.

Course Outline

- Introduction to project management - understanding the need.
- Project Management Framework: 5 project management processes and 9 knowledge areas.
- Project Integration and the Project Plan.
- Project Scope Management: Project charter, work breakdown structure.
- Project Time Management: Network analysis, duration estimating, schedule controls, schedule optimization.
- Project Cost Management: Cost estimating, developing budgets, cost control.
- Project Quality Management
- Project Human Resource Management
- Project Communication Management
- Project Risk Management: Risk assessment and management tools.
- Project Closure and Lessons Learned

Cancellation Policy

An administration fee will be charged for cancellations less than 14 days prior to the course date. Substitutions will be permitted at any time. Course transfers may be made without penalty. The BRC reserves the right to cancel any seminar and will, in such event, fully refund all registration fees. No liability is assumed by the organizers for changes in seminar dates, content, speakers or venue.

Prerequisites

None. This is an introductory course.

Certification

This course may be applied toward the education/training requirements of the Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certifications.

Location

On-Site

Duration

2 Days

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