



Essentials of Project Management

Module 1 – Project Life Cycle and Organization

- Course Description and Definitions
- Introduction to PMI® and the PMBOK®
- The Project Manager's Role
- Case Study #1
- The Project Life Cycle
- Introduction to Managing Stakeholders
- Analyzing Stakeholders
- Communication Strategies
- Maximizing Your Influence
- Current Issues
- Case Study #2

Module 2 – Project Management Processes and Integration Management

- Project Management Processes
- PMBOK® Project Management Knowledge Areas, Part 1
- PMBOK® Project Management Knowledge Areas, Part 2
- Project Planning, Part 1
- Project Planning, Part 2
- Project Planning, Part 3
- Case Study #3
- Introduction to Project Integration Management
- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

Module 3 – Project Scope Management

- Introduction to Project Scope Management
- Collect Requirements
- Define Scope
- Create Work Breakdown Structure
- Verify and Control Scope

Module 4 – Project Time Management

- Introduction to Project Time Management
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Duration, Part 1
- Estimate Activity Duration, Part 2
- Develop Schedule, Part 1
- Develop Schedule, Part 2
- Develop Schedule, Part 3
- Control Schedule

Module 5 – Project Cost and Quality Management

Introduction to Cost Management

Estimate Costs

Determine Budget

Control Costs, Part 1

Control Costs, Part 2

Introduction to Project Quality Management

Quality Management Principles, Part 1

Quality Management Principles, Part 2

Quality Management Principles, Part 3

Plan Quality, Part 1

Plan Quality, Part 2

Perform Quality Assurance

Perform Quality Control, Part 1

Perform Quality Control, Part 2

Introduction to the Ta-Ta Simulation

Ta-Ta Simulation Discussion

Module 6 – Project Human Resource and Communications Management

Introduction to Project Human Resource Management

Acquire Project Team

Develop Project Team

Manage Project Team

Introduction to Project Communications Management

Identify Stakeholders and Plan Communications

Distribute Information

Manage Stakeholder Expectations

Report Performance

Module 7 – Project Risk Management

Introduction to Project Risk Management

Plan Risk Management

Identify Risks, Part 1

Identify Risks, Part 2

Perform Qualitative Risk Analysis

Perform Quantitative Risk Analysis

Plan Risk Responses, Part 1

Plan Risk Responses, Part 2

Plan Risk Responses, Part 3

Manage and Control Risk, Part 1

Manage and Control Risk, Part 2

Module 8 – Project Procurement Management

Introduction to Project Procurement Management

Plan Procurements

Conduct Procurements

Administer Procurements

Select Sellers

Close Procurements

Course Conclusion