Course duration

- 5 days

Course Benefits

- Identify the fundamentals of project management.
- Initiate a project.
- Create project plans, stakeholder strategies, and scope statement.
- Develop a Work Breakdown Structure and activity lists.
- Develop project schedule and identify the critical path.
- Plan project costs.
- Create project staffing and quality management plans.
- Create an effective communication plan.
- Create a risk management plan, perform risk analysis, and develop a risk response plan.
- Plan project procurements.
- Develop change management and transition plans.
- Assemble and launch the project team to execute the plan.
- Execute the project procurement plan.
- Monitor and control project performance.
- Monitor and control project constraints.
- Monitor and control project risks.
- Monitor and control procurements.
- Perform project closure activities.

Course Outline

1. Defining Project Management Fundamentals
   1. Identify Project Management Basics
   2. Describe the Project Life Cycle
   3. Identify Organizational Influences on Project Management
   4. Define Agile Methodology
2. Initiating the Project
   1. Identify the Project Selection Process
   2. Prepare a Project SOW
   3. Create a Project Charter
   4. Identify Project Stakeholders
3. Planning the Project
   1. Identify Project Management Plan Components
   2. Determine Stakeholder Needs
   3. Create a Scope Statement
4. Preparing to Develop the Project Schedule

1. Develop a WBS
2. Create an Activity List
3. Identify the Relationships Between Activities
4. Identify Resources
5. Estimate Time

5. Developing the Project Schedule
   1. Develop a Project Schedule
   2. Identify the Critical Path
   3. Optimize the Project Schedule
   4. Create a Schedule Baseline
6. Planning Project Costs
   1. Estimate Project Costs
   2. Estimate the Cost Baseline
   3. Reconcile Funding and Costs
7. Planning Human Resources and Quality Management
   1. Create a Human Resource Plan
   2. Create a Quality Management Plan
8. Communicating During the Project
   1. Identify Communication Methods
   2. Create a Communications Management Plan
9. Planning for Risk
   1. Create a Risk Management Plan
   2. Identify Project Risks and Triggers
   3. Perform Qualitative Risk Analysis
   4. Perform Quantitative Risk Analysis
   5. Develop a Risk Response Plan
10. Planning Project Procurements
    1. Collect Project Procurement Inputs
    2. Prepare a Procurement Management Plan
    3. Prepare Procurement Documents
11. Planning for Change and Transitions
    1. Develop an Integrated Change Control System
    2. Develop a Transition Plan
12. Executing the Project
    1. Direct the Project Execution
    2. Execute a Quality Assurance Plan
    3. Assemble the Project Team
    4. Develop the Project Team
    5. Manage the Project Team
    6. Distribute Project Information
    7. Manage Stakeholder Relationships and Expectations
13. Executing the Procurement Plan
    1. Obtain Responses from Vendors
    2. Select Project Vendors
14. Monitoring and Controlling Project Performance
    1. Monitor and Control Project Work
    2. Manage Project Changes

3. Report Project Performance
15. Monitoring and Controlling Project Constraints
    1. Control the Project Scope
    2. Control the Project Schedule
    3. Control Project Costs
    4. Manage Project Quality
16. Monitoring and Controlling Project Risks
    1. Monitor and Control Project Risks
17. Monitoring and Controlling Procurements
    1. Monitor and Control Vendors and Procurements
    2. Handling Legal Issues
18. Closing the Project
    1. Deliver the Final Product
    2. Close Project Procurements
    3. Close a Project

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this CompTIA class:

- Project Management Fundamentals
- Working knowledge of MS Project