

About this topic

Project management Fundamentals is an approach to good process organization from start to finish. As itself it's a profession, but it is also a set of techniques that anyone can apply to achieve their goals and manage work projects more effectively.

Project management can be used to guide small and simple projects as well as complex enterprise-level initiatives. In this course, We'll explain the fundamentals of project management, from problem definition, setting project goals and objectives, and building a project plan for managing team resources to compliance Deadlines and project closure. Along the way you will be offered advice on how to report on project performance by keeping it running and final customer approval.

Who should take this class?

- Academics
- Business Staff
- Entrepreneurs
- New Managers
- Project Leaders

Class Outline:

- 1. Project-Scope Definition: Project Charter**
 - a. Project Scope
 - b. How to validate project objectives, priorities and assumptions
 - c. Performance and value management: Progress benchmarks and impact indicators and constraints
 - d. Teamwork
- 2. Work Breakdown Structure (WBS)**
 - a. How to brainstorm the best deliverables
 - b. Work Breakdown Structure: Exercise applying design principles
 - c. Project-Portfolio Management: Pre-requisites for WBS Dictionaries
- 3. Responsibility & Accountability**
 - a. Fundamental principles for allocating roles
 - b. Exercise: Role conflict prevention; risk mitigation
 - c. Exercise: Building early warnings for delays and cost overruns
- 4. Risk-Management Cycle**
 - a. Risk identification:
 - b. Stakeholder-related analysis
 - c. Risk-intelligence
 - d. Risk-response strategies
 - e. Exercise on strategies to reduce risk to a manageable level
 - f. Defining residual risk and contingency plans
 - g. Risk communication
- 5. Scheduling, Budgeting and Resource Allocation**
 - a. Estimating: from PERT, CPM
 - b. Basic scheduling: Least-cost scenario; teamwork
 - c. How to allocate resource: Single and multiple projects
 - d. How to streamline and, if necessary, fast-track work
 - e. Risks of fast-tracking brain-intensive tasks
 - f. Exercise in budgeting, commitment and cash flow
 - g. Applications to pilot experiments and project portfolios

