

MentorTraining

Corporate Computer and Soft Skills Training
Serving the Bay Area since 1987

Project Management: Fundamentals

Course Description:

Organizations initiate projects to change the way they do business, introduce a new product, conduct a special event, or create any unique end result. Unfortunately, many of these well-intentioned efforts suffer from unmet expectations, as well as schedule and budget overages. This course, *Project Management: Fundamentals*, introduces proven tools that project managers use to define and deliver successful project results. These fundamental tools are applicable to all projects, regardless of size or business area, and enable project managers to improve project productivity and deliver to satisfied clients.

Course Length: One full day of instruction, approximately six hours in class.

Course Audience: For managers and individual contributors

Course Objectives

- Creating a framework for project success
- Defining the project objective, scope, and deliverables
- Identifying and organizing the tasks
- Establishing roles and responsibilities
- Determining risk strategies
- Creating a realistic schedule
- Managing changes
- Collecting lessons learned

Course Methodology:

The facilitator uses a variety of training methods to introduce and re-enforce basic project management concepts and tools. The pre-class student self-assessment allows the facilitator to identify project management issues especially important to the group. Class exercises and group discussions allow the students to experience project management pitfalls and contrast poorly managed with well managed projects. Students participate in team building exercises that define and schedule project tasks. Students experience creating the following tools: Project Charter, Work Breakdown Structure, Responsibility Assignment Matrix, Project Schedule Baseline, Top Ten Risk List, and Lessons Learned. Class size should be kept to a maximum of ten to fifteen students whenever possible to ensure individual attention and sufficient time to interact and collaborate as a group.

About the Instructor:

The instructor for this course, *MS, PMP* is a consultant and trainer specializing in practical project management. She has more than 20 years experience in both the technical and management aspects of software and process improvement projects. She has developed and delivered specialized processes and training for leading computer software and hardware manufacturers as well as government organizations. These processes have

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enabled clients to improve their productivity, reduce rework, and deliver solutions that meet their customers' needs.