PROJECT MANAGEMENT FOUNDATIONS

1 or 2 Days | **LIVE** In-House & Virtual Corporate Training

Project Management Academy®

Watermark Learning
A Project Management Academy Brand

COURSE DETAILS

Organizations with high project management maturity have improved business results, are better positioned to identify and mitigate risk and attract and retain high-quality talent. In fact, organizations that leverage project management (PM) best practices complete projects on-time 28% more often and deliver on-budget 24% more often than organizations that do not have a strong focus on project management standards.[1]

A fantastic way to improve your organization's efficiency and effectiveness is to ensure a foundational knowledge of project management principles throughout your company.

Whether your goal is to ensure that cross-functional stakeholders are using the same tools, templates and terminology to enhance the skills within an existing team or to train new employees on standards and best practices, Project Management Academy's deep PM expertise can accelerate your organization's ability to meet its objectives.

Organizational Benefits

- Understanding of the basic principles of project management
- Improved employee skills and qualifications
- Better utilization of tools and techniques to more effectively manage projects
- A common project management language to improve communication
- Frameworks to identify, manage, and mitigate risk
- Immediate applicability to ongoing projects

What Students Will Learn

- Goals and benefits of implementing project management standards
- Key project management terminology, frameworks and tools
- How to use project management approaches and processes to better manage and complete a project
- Important interpersonal interactions needed for successful projects

Who Should Attend

This course is intended for anyone who wants to learn the basics of project management.

We offer two versions of our Project Management Foundations course, a 1 or 2-day option depending on how in-depth your organization would like to go:

OPTION 1

PROJECT MANAGEMENT BEST PRACTICES
1-Day Version

This offering provides an overview of key elements of the project lifecycle – from project initiation through project close. With a focus on project management concepts, students will complete this course with an enhanced ability to understand the best path forward to bring projects to successful completion.

OPTION 2

PROJECT MANAGEMENT FOUNDATIONS
2-Day Version

This offering provides a more extensive overview of key principles of the project lifecycle and provides actionable tools and templates to facilitate project execution. With an additional focus on detailed project planning, including scope management, scheduling, cost estimating and budget creation, risk identification and mitigation, project monitoring, and project close, students will be well equipped to quickly translate their learnings to their project responsibilities in your organization.

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PM BEST PRACTICES   1-Day Agenda

Introduction
- What is Project Management?
- Basic Project Management Process
- How Projects Further Organizational Goals
- What Factors can Influence Projects
- Role of the Project Manager

Starting a Project
- Authorizing the Project (Project Selection)
- Identifying and Documenting the High-Level Scope
- Gathering a Planning Team

Planning a Project
- Identifying the Work Required
- Estimating Time, Cost & Resources Required
- Developing a Schedule
- Developing a Budget
- Planning Communications and Quality
- Risk Management

Executing the Project
- Managing Participants in the Project
- Managing Interested and Impacted Parties
- Performing the Planned Work

- Negotiating and Signing Contracts
- Managing Communications, Risk and Quality

Overseeing & Controlling the Project
- Controlling the Scope, Schedule and Budget
- Controlling Change to the Project (Scope, Schedule, Cost and Final Product)
- Quality Assurance and Control

Ending a Project
- Closing Contracts
- Transferring the Final Product
- Lessons Learned and Archiving Records

PM FOUNDATIONS   2-Day Agenda

Introduction
- Processes of Project Management

Initiating & Planning How to Manage the Project
- Adapting to the Needs of the Project
- Developing a Project Charter
- Acquiring Resources
- Identifying Stakeholders & Stakeholder Roles
- Kick-Off Meeting

Detailed Project Planning
- Collect Requirements & Requirements Documentation
- Requirements Traceability Matrix
- Define Scope
- Create Work Breakdown Structure
- Defining Activities
- Estimating Resources and Durations
- Developing a Viable Schedule
- Sequencing Activities
- Using Leads and Lags
- Critical Path Method
- Schedule Compression

- Estimating Costs
- Estimating Documentation
- Developing a Budget
- Planning Quality
- Quality Tools (Control Charts, Flowcharts, Cause and Effect Diagram, etc.)
- Communications Matrix
- Risk Analysis Overview
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Calculating Contingency Reserves
- Planning Procurements

Executing the Plan
- Acquiring (the Project Team) Resources
- Developing the Project Team
- Directing and Managing Project Work
- Managing Quality
- Managing Communications
- Meeting Management
- Managing Stakeholder Engagement
- Conducting Procurements

Monitoring & Controlling
- Monitor and Control Project Work
- Integrated Change Control
- Validating and Controlling Scope
- Controlling Cost
- Earned Value Management
- Control Quality
- Monitoring Communications
- Monitoring Risk

Closing the Project or Phase
- Transferring the Final Product
- Lessons Learned
- Archiving Records
- Final Report

About Us

As a professional training partner we've helped companies run more efficiently and stay ahead in today's competitive business world. We have a long tradition of equipping individuals with the knowledge and skills needed to excel in their job and create opportunities for well-deserved promotions, raises, and/or obtaining better jobs. Our strengths lie in making people and businesses stronger.

Questions? Contact Us

✉ Sales@ProjectManagementAcademy.net

📞 PMA: (877) 637-0450

📞 WL: (800) 646-9362