Software Skills Training, Inc.

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# Project Management

**Duration:** 4 Days *(Face-to-Face & Remote-Live)*, or 28 Hours *(On-Demand)*

**Price:** $2095 *(Face-to-Face & Remote-Live)*, or $895 *(On-Demand)*

**Discounts:** We offer multiple discount options. Click here for more information.

**Delivery Options:** Attend face-to-face in the classroom, remote-live or via on-demand training.

## Description

Attendees learn formal project management practices through lecture combined with extensive learning activities. The class shows how to apply proven practices to provide a more structured approach to project management. Participants are encouraged to use current project management challenges for class work. The learning activities enable the student to apply immediate solutions to real-time project management challenges.

This project management training course is appropriate for both newer and experienced project professionals, affording students both fundamental and intermediate training. The course focus is on project management processes and as such applies to every domain. In accordance with the Project Management Institute's Project Management Body of Knowledge, the course touches on predictive, incremental and adaptive project development methodologies. The objectives when learning project management include distinguishing the dozens of types of processes and defining best practices for most projects much of the time.

This class provides 28 hours of formal project management education needed for PMI certifications such as Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® as well as earning PDU's required for maintaining PMI certification. PMI®, CAPM® and PMP® are registered trademarks of the Project Management Institute, Inc.

## Prerequisites

This course is designed for project managers, team members, and senior managers looking to acquire a firm grasp of specific steps in the project management process.

## Course Overview

## Project Management Basics And Terminology

- Project Life Cycle – Planning, Implementation and Control
- Skills Required for a Project Manager
- Project Manager's Responsibilities

## Initiating The Project

- Project Evaluation and Selection
- Identifying Project Phases
- Planning and Obtaining Funding
- Identifying Project Stakeholders
- Building and Sustaining Commitment

## Planning Project Work To Meet Stakeholders' Requirements

- Scope Statement
- Organizing the Project into Manageable Chunks
  - Work Breakdown Structure (WBS)
- Developing a Flexible Project Management Plan
- Project Management Software Tools

## Human Resource Management

- Developing a Human Resource Plan
- Using the Work Breakdown Structure (WBS) to Identify Team Members Needed for a Project
- Using Rewards and Recognition to Motivate Employees

## Developing Project Schedule, Cost Estimates And Budget

- Defining and Sequencing Work Activities
- Activity Resource Assessment and Planning
- Activity Duration Estimates
  - Critical Path Methodology (CPM)
  - Gantt Chart Schedule Development
- Cost Estimates and Cost Baselines
  - Analogous Cost Estimation
  - Bottom Up Estimating
  - PERT and Triangular Range-Based Estimating
- Schedule Management
  - Sequencing Activities
  - Parametric Estimating

## Planning Project Quality, Staffing And Communications

- Developing the Quality Plan
  - Differences Between Quality and Grade
  - Using Root Cause Analysis (RCA) to Solve Problems
- Project Team Member Acquisition
- Developing the Communications Plan
  - Internal Progress Reporting
  - External Marketing Messages
  - Stakeholder Updates

## Risk Identification, Analysis and Planning

- Risk Identification and Management Plan
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Responses

## Planning Project Procurements

- Statements of Work
- Awarding Contracts
- Procurement Documentation and Tracking

## Managing for Optimal Results

## Monitoring And Controlling Work Toward

- Quality Assurance
- Project Team Management
- Anticipating and Avoiding Problems
- Recovering from Setbacks

## Deliverables

- Quality Control
- Stakeholder Management
- Monitoring and Controlling Project Risk
- Avoiding Schedule Slippage
- Contract Administration

## Monitoring And Controlling Project Scope, Schedule And Cost

- Managing Change Requests
- Controlling Project Scope
- Controlling Project Schedules
- Monitoring and Controlling Project Costs
    - Monitoring Schedule and Cost Variances Using Earned Value Analysis (EVA)
- Project Performance Reporting

## Closing The Project

- Closing Individual Phases
- Closing Procurements
- Closing the Project

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