

# **Executive Overview: Foundations of Project Management**

**1 day**

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## **Introduction**

This course introduces executive attendees to the essentials and framework of project management. Topics covered include: the historical perspective and development of project management, a current framework and a presentation of best practices, definitions and methodologies. The course is based upon the PMI/PMBOK best practice approach to project management processes.

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## **Audience**

This course is for executives and managers who desire to understand current perspectives and best practices on how to manage a project.

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## **At Course Completion**

At the end of the course, students will be able to:

- Understand the historical context for current project management practices.
- Be aware of recent surveys on project challenges, failed projects and drivers for project best practices.
- Understand the difference between the Project Life Cycle, and a Product or System Life Cycle.
- Understand the minimum set of deliverables needed to effectively manage a project.
- Know when to use formal project management to bring real value to the organization.
- Understand the Project Management process and its' major activities and deliverables.

- Know the importance of a project charter, project baseline plan and project control.
  - Know and understand the constituents of a project baseline plan.
  - Understand how to manage change requests.
  - Know what activities go on during the Execution Phase of a Project.
  - Know what activities are associated with the Controlling Processes associated with a project.
  - Understand the role of software tools and their impact on project management success.
  - Know what activities go on during the Closing Phase of a project.
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## **Prerequisites**

Before beginning this course, students should have:

- 2 or more years of experience in a project management environment is helpful.
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## **Certified Professional Exam Preparation**

Materials covered will lead to but are not sufficient for the following certifications: PMI Certified Associate Project Manager, Project Management Professional

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## **Student Materials**

The course materials are yours to keep.

You will be provided with the following:

- Student Workbook s

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# Course Outline

## Day 1

### Module 1: Introduction

#### Topics

- Course Objectives
- Logistics
- History of Project Management

### Module 2: Project Management Framework

#### Topics

- The Business Context
- Understanding Mission & Visions
- What is a Project?
- Success Drivers in project management
- Project & Product Life Cycle Overview
- Current PM Environment
- Key Project Management Deliverables
- PMBOK PM Framework
- Success: People and Process
- The Project Management Process

### Module 3: Initiating a Project

#### Topics

- Project Charter: Project Identification & Description
- The Project Manager, Project Sponsor and Sr. Management
- Elements to a Charter

#### Lab

Building a Project Charter

### Module 4: The Project Plan

- Identifying Stakeholders
- Identifying Team Members
  
- Mission, Vision, Scope, & Objectives
- The Work Breakdown Structure

## **Lab**

Developing a Work Breakdown Structure

- Estimating
- Schedule Development
- Resource Planning
- Risk/Contingency Planning
- Finalizing the Project Schedule

## **Lab**

Developing a Project Schedule

# **Module 5: Executing and Controlling**

## **Topics**

- Integrating the Project & Product Life Cycles
- Execution Phase Deliverables
- Execution Phase Activities
- Controlling Activities Associated with Project Management
- Performance/Status Reporting

## **Lab**

# **Module 6: Closing the Project**

## **Topics**

- Lessons Learned
- Final Acceptance of Deliverables
- Formal Closeout of the Project