Project Management Foundational Course

Syllabus

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Module 1 Overview & Objectives

Overview
This module introduces the concept of a project. Characteristics of projects are described and the knowledge areas that project managers must understand are introduced for the first time. These knowledge areas are divided into two categories: core knowledge areas and facilitating knowledge areas. The successful project manager not only understands each of these knowledge areas individually, but also how they are inter-related. You will learn how to align projects with business strategy and practice with different tools and techniques to ensure appropriate project selection. This week's work on your own at home includes reading chapters 1-3.

The goal of this course is to educate you in all of the knowledge areas and their interactions. This module provides the basis for that education by introducing several concepts that we will refine throughout the course.

Learning Objectives

Upon the completion of this module, you will be able to:

- Understand the growing need for better project, program, and portfolio management
- Explain what a project is, provide examples of projects, list various attributes of projects, and describe project constraints
- Describe project management and key elements of the project management framework, including project stakeholders, project management knowledge areas, common tools and techniques, and project success factors
- Describe the importance of aligning projects with business strategy, the strategic planning process, and using a SWOT analysis to make a business case
- Summarize the various methods for selecting projects and demonstrate how to calculate net present value, return on investment, payback, and the weighted score for a project

- Discuss the program selection process and distinguish the differences between programs and projects

Module 2 Overview & Objectives

Overview
In this module, you will learn about the second process group, Project Planning. You will focus on Project Planning regarding project integration, scope, time and cost management. Well executed planning around the triple constraint: scope, time and cost, provides you with the foundation for planning the rest of the knowledge areas. It is critical to be able to clearly define at the beginning of the project the work that needs to be done and have a clear change control system in place for making changes.

Learning Objectives

Upon the completion of this module, you will be able to:

- Describe the importance of creating plans to guide project execution, and list several planning tasks and outputs for project integration, scope, time, and cost management
- Explain the project scope management planning tasks, and create requirements documents, a requirements management plan, a project scope statement, work breakdown structure (WBS), and WBS dictionary
- Describe the project time management planning tasks, and prepare an activity list and attributes, milestone list, project schedule network diagram, activity resource requirements, activity duration estimates, and project schedule

Module 3 Overview & Objectives

Overview
In this module, you will learn about how to effectively manage quality, human resources, communications and stakeholders for the project. Good project managers are capable at effectively managing the core functions: Scope, Time, Costs and Quality. Outstanding project managers can effectively master the key facilitating functions of getting and developing the right people and communicating: making sure the right people have the right information at the right time, and in a useful format. Most stakeholders and project team members will follow your lead if you're effective at motivating and communicating, even if there are scope/time/costs overruns, few will put up with perfect execution on the core functions if you're a jerk to work with.

Learning Objectives

Upon the completion of this module, you will be able to:

- Describe the importance of creating plans to identify quality efforts on projects
- Apply key quality tools like the fishbone cause and effect diagram and the pareto distribution
- Understand how to develop your project team and build trust
- Use a combination of communication tools to get the right information to the right people at the right time
- Use your emotional intelligence and kind and caring words to influence people
- Effectively communicate in uncomfortable situations
- Understand how to acquire the goods and services needed to meet project objectives

Module 4 Overview & Objectives

Overview
In this module, you will learn how to execute the other process groups and key activities beyond project planning. In this module we will also cover the key PM tools of Earned Value Management (EVM). EVM allows the project manager to combine planned scope, time and cost estimates with actual scope, time and cost to determine if a project is meeting objectives, how to take corrective actions, and how to report accurate estimates at time of completion. Finally, we will end the module with an introduction to Microsoft Project software.

Learning Objectives

Upon the completion of this module, you will be able to:

- Describe the importance of creating plans to help manage project risks
- Use Earned Value Management Techniques to manage project time, cost and scope
- Create a project baseline and track actual work completed using MS Project.