Fundamentals of Project Management

Course Overview

This course aims to provide participants with a general overview of a project and the interdependent relationships between the various parties involved in the project.

Learning Objectives

By end of this training course, participants should be able to:

- Distinguish project from non-project work
- Understand the basic terms used in project management
- Have a good feeling about the project management environment
- Understand the roles and responsibilities of the key parties involved in the project

Target Audience

Project managers & coordinators, team leaders and line managers, project staff, and other staff involved in the project at all levels.

Methodology

The course is delivered through presentations & discussions, group work, videos, games, case studies, questions & answers.

Duration

Two Days

Course Outlines

1. Project vs. non-project work
   a. What is a project?
   b. Sample projects
   c. Project constraints
   d. What is project management?
2. Key roles & responsibilities
   a. Senior management
   b. Project sponsor/director
   c. Project manager
   d. Team leaders
   e. Customers & users
   f. Vendors & partners
3. Managing projects in the matrix organization
   a. Characteristics of the matrix structure
   b. Balanced vs. strong matrix
   c. Key points for matrix management
4. Project lifecycle
   a. Project phases: industry view (construction, software development)
   b. Project lifecycle: project management view
5. Project initiation
   a. Key points for initiating projects
   b. The project charter
6. Project planning
   a. Scope planning
   b. Schedule planning
   c. Cost planning
   d. Quality planning
   e. Human resource planning
   f. Communications planning
   g. Risk planning
   h. Procurement planning
   i. Integration planning
7. Project execution, controlling and closing
   a. Key points in project execution
   b. Understanding the human behavior
   c. Holding meetings and communications
   d. Reporting project performance
   e. Project monitoring & control
   f. Closing the project