

Introduction to Project Management Series

Overview: This instructor-led course focuses on introducing participants to the practical basics of project management. Focus is placed on the ANSI and IEEE accepted standards for professional project management as defined by the Project Management Institute (PMI).

Course Modules:

Module 01 -Introduction & Overview

(Duration: 35m)

1. Workbook (Pdf)
2. Introduction & Overview
3. Course Expectations
4. Some Project Management Numbers
5. What Tools Do You Need?
6. Certifications
7. What Is Project Management All About?
8. How To Attain Great Results?
9. The Division of Skills
10. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 02 – Teams & Leadership

(Duration: 1h 42m)

1. Workbook (Pdf)
2. Teams and Leadership
3. Janssen's Model for Reactions to Change
4. Conceptual Approach
5. Spontaneous Approach
6. Normative Approach
7. Methodical Approach
8. Approaches Lead to Roles
9. The P.E.P. Cycle
10. It's All In the Handoffs
11. Five Reasons for Balancing Your Project Team
12. The Five Dysfunctions of a Team
13. Absence of Trust
14. Absence of Conflict
15. The Changing View of Conflict
16. The Five (5) Conflict Resolution Modes
17. Lack of Commitment
18. Avoidance of Accountability
19. Inattention to Results
20. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 03 – Project Communication

(Duration: 1h 8m)

1. Workbook
2. Project Communication
3. Why Is Communication Important?

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4. With Whom Do We Communicate?
5. Listening
6. Channels of Communication
7. Where Do We Get Understanding
8. Hallway Conversations & Lunches
9. Didactic Communications
10. Meetings
11. Basic Meeting Rules
12. The Communications Plan
13. Team Board
14. The Use of Collaboration Tools
15. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 04 – Stakeholder Management

(Duration: 19m)

1. Workbook (Pdf)
2. Stakeholder Management
3. Who is a Stakeholder?
4. Steps in Basic Stakeholder Management
5. Stakeholder Super Groups
6. The People Who Oppose Your Project
7. Stakeholder Prioritization
8. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 05 – The Basics of Project Management

(Duration: 40m)

1. Workbook

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2. The Basics of Project Management
3. There Are No Absolutes
4. What is Project Management? The Iron Triangle
5. Project Boundaries
6. PMBOK® Guide Knowledge Areas
7. The Process Groups & Knowledge Areas Combined
8. Every Project Should Have...
9. Project Management Plan
10. The Project Management Plan Can Also Include
11. The Reporting Information Flow
12. The Project Data Sheet (PDS) / Charter
13. Status Reporting
14. Project Portfolio Dashboard
15. The Basic Planning Steps
16. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 06 – Scope and Requirements

(Duration: 1h 27m)

1. Workbook (Pdf)
2. Scope and Requirements
3. The Importance of Scope & Requirements Definition
4. The PMI Scope Management Framework
5. The Product vs. Project Scope
6. What is a “Requirement”?
7. Types of Requirements
8. Getting Quality Requirements
9. The Work Breakdown Structure
10. What the WBS Is
11. What a WBS is NOT
12. Components of the WBS
13. A Basic WBS
14. Managing Change
15. What’s wrong with this WBS?
16. Answer Four Key Questions

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17. The Fourth Question...
18. Why use a WBS?
19. Introduction to Displayed Thinking
20. In Scope and Out of Scope
21. WBS
22. A Use Case
23. Detailed Use Cases
24. Review Quiz (Number of attempts allowed: Unlimited)

Module 07 – Developmental Methodologies

(Duration: 1h 12m)

1. Workbook
2. Developmental Methodologies
3. Project Management & Development Methodologies
4. Developmental Methodology Pyramid
5. Developmental Methodology Chart
6. Three Major Types
7. The Basic Waterfall Model
8. Keys to the Waterfall Model
9. Waterfall Keys Challenges
10. The Spiral Development Cycle
11. Advantages of the Spiral Model
12. Challenges of the Spiral Model
13. Prototyping
14. Reasons to Prototype
15. Dangers of Prototyping
16. Agile Development Values...
17. The 12 Principles of Agile Software
18. XP Is Customer Focused
19. XP, How Does It Work?
20. Iteration 0
21. The Basic Steps
22. Tools For Agile Development
23. Feature Cards

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- 24. Major Methodologies
- 25. Selecting A Methodology
- 26. Review Quiz (Number of attempts allowed: Unlimited)

Module 08 – Effective Budgets & Schedules

(Duration: 1h 17m)

- 1. Workbook (Pdf)
- 2. Effective Budgets & Schedules
- 3. The Basic Steps in Scheduling
- 4. Sequencing
- 5. Sequencing Methods
- 6. Sequencing- Finish to Start
- 7. Sequencing- Start to Start
- 8. Sequencing- Finish to Finish
- 9. Sequencing- Start to Finish
- 10. Sequencing Diagram
- 11. Resource Estimating
- 12. Responsibility Assignment Matrix (RAM)
- 13. Duration Estimating
- 14. The Critical Formula
- 15. Efficiency vs. Availability
- 16. Project Evaluation & Review Technique (PERT)
- 17. PERT Example
- 18. Stages for Budget Development
- 19. Estimating Techniques
- 20. Don't Back into Your Schedule
- 21. Critical Path Method
- 22. To Decrease Your Schedule
- 23. Brooke's Law
- 24. Review Quiz (Number of attempts allowed: Unlimited)

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Module 09 – Project Performance

(Duration: 1h 12m)

1. Workbook
2. Project Performance
3. What Causes Project Delays?
4. Multi-Tasking
5. What Behavior Do You Want?
6. The Keys to Success
7. Measuring Success
8. Project Performance Chart
9. The Triangle
10. Introduction to Earned Value
11. Earned Value Requirements
12. Earned Value- Key Terms
13. Project Performance Key Values
14. Cost Analysis
15. Schedule Analysis
16. Forecasting- ETC
17. Forecasting- EAC
18. Forecasting- TCPI
19. Earned Value Graphs
20. Earned Value Radar
21. Spark Lines and Bullet Graphs
22. Earned Value Chart
23. The Results
24. Conclusions
25. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 10 – Change Management

(Duration: 17m)

1. Workbook (Pdf)
2. Change Management
3. Keys to Managing Change
4. Scope Change Management
5. Change Request Form
6. Action Items or Issues
7. Course Closure
8. Review Quiz **(Number of attempts allowed: Unlimited)**

This course includes

- about 9.50 hours on-demand video
- 10 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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