QUALITY MANAGEMENT INTERNATIONAL, INC.
www.QMII.com
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INTRODUCTION TO PROJECT MANAGEMENT

Course Description

This course explains, through multiple pedagogies, the importance of project management within the organization. It provides employees with tools and techniques to manage their work effectively. Employees will learn how to follow fundamental project management principles to ensure sustainable solutions.

Learning Objectives

➢ Describe basic project management concepts and processes
➢ Understand the importance of identifying all stakeholders
➢ Apply and associate standard project management tools and techniques
➢ Draw and compose connections among scheduling processes and constraints
➢ Analyze, characterize, and classify risks at correct priority levels
➢ Understand what project information should be collected and communicated to stakeholders

Who needs this course?

➢ Anyone tasked to be contributors in project activities or manage small projects

Certification

➢ Attendees successfully completing the training will receive a Certificate of Completion satisfying the 23 educational hours needed to apply for the CAPM® Certification Exam.

CLASS AGENDA

DAY 1

Overview

- What is a Project?
- What is Project Management?
- Why Do Projects Get Initiated?
- What are Stakeholders?
- What are the basic tools & techniques needed to manage a project?
- Lesson Quiz

Defining the Project

- How to plan, execute, monitor & control, and close a project
- What is a Project Charter?
- How to define a Scope Statement
- How to develop a Schedule
- How to determine a Cost Budget
- How to identify Project Risks
- Lesson Quiz

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DAY 2

Controlling the Schedule

- What are the Scheduling Management Processes?
- How do constraints affect your schedule?
- What is the Critical Path?
- How to utilize schedule compression techniques
- Lesson Quiz

Managing Project Risks

- What are the Risk Management Processes?
- What is a Risk Management Plan?
- How to assign risk priority scores
- How to track risk responses
- Lesson Quiz

DAY 3

Reporting Project Information

- What is a Work Performance Report?
- What are Performance Reviews?
- How to use Variance Analysis to measure project performance
- How to determine information required for each stakeholder
- Lesson Quiz

Closing the Project

- What are the Closing Processes?
- How to deliver project outputs to customers
- How to capture lessons learned
- How to resolve all issues
- Lesson Quiz

Summary

- Project Management Plan
- Scope, Schedule, and Budget Baselines
- Critical Path Method
- Risk Response Plans
- Work Performance Reports
- Project Closeout