

Fundamentals of Project Management

Course ID: FPM-3

Duration: 3 days

Certification: N/A

Exam: N/A

Summary / Objectives

As more and more business critical initiatives are being planned and executed as projects, it is essential that organisations are fully equipped with the skills, tools, working practices, processes and mindsets such that projects can be clearly defined, realistically planned and effectively managed.

This entry-level course provides a comprehensive overview of project management that focuses on key success factors, decisions and consequences. Relevant for any project in any area of business, the course covers the pragmatic skills and techniques necessary for effective project delivery.

At the end of the course delegates may sit an examination to attain the Association for Project Management (APM) Introductory Certificate in Project Management (based on the APM Body of Knowledge, 5th Edition). (These delegates should also book on course code FPMEX-3). This course, together with a recommended follow up programme, will also prepare delegates for the CompTIA Project+ examination.

The course is a mix of theory and practical sessions. A case study is used throughout the course to illustrate and practice the concepts and techniques.

Pre-Requisites

- No previous project management knowledge is assumed. Anyone who needs to manage projects as part of their job will benefit from attending.
- The course is not suitable for those already conversant with standard planning and management techniques.
- This course is ideal for those who are new to project management and wish to develop the basic skills, or those who need a basic understanding of the project lifecycle and key techniques.
- This course is ideal for those wishing to attain the APM Introductory Certificate in Project Management. (These delegates should also book on course code FPMEX-3). Note that APM examination application forms must be received by the APM at least two weeks before the examination date.

Skills

On completion, delegates will be able to:

- understand the Project Manager's role
- create an appropriate project environment
- define and agree the project objectives
- create realistic plans and estimates
- understand how to manage quality, change and risk
- track and communicate progress against plan

- appreciate the need for effective project communications
- understand how to build and motivate the team
- understand procurement, handover and project closure issues

Extra Information

Course content

Overview of Project Management

An understanding of the nature of projects and how the challenges they present differ from those met in a non-project environment; Projects, programmes and portfolios; The triangle of balance; Management of change; Project context; Stakeholder analysis; Business case and project justification

Setting up the Project Environment

Initiating the project and creating an environment for success; Roles and responsibilities; Establishing success criteria; Use of project life cycles; Configuration management; The project management plan

Defining the Objectives and Terms of Reference

The importance of establishing the project objectives and scope at the outset; Guidelines for creating effective objectives

Introduction to Procurement

Rationale for using third parties; Selection criteria; Project Manager's role

Quality Management

What is quality ?; Quality management, quality assurance and quality control; Costs and benefits of quality

Estimating

Techniques available; Delphi; Work distribution; Using previous experience

Developing a Plan

Why do we need to plan?; Work and product breakdown; Networks and critical path analysis; Gantt charts; Resource histograms; The use of S-Curves

Risk and Issue Management

Difference between risks and issues; Analysis of risk; Identifying actions for managing risks; Ownership and documentation

Project Communications

How to communicate effectively with stakeholders and team members; Communication options and their usage; Hints and tips

Teams and the Role of the Project Manager

Creating the team; Briefing and mobilising your resources

Monitoring and Controlling Projects

The planning and control cycle; Information required; Updating the plan; Interpreting the results; Identifying and taking corrective action; Continuous improvement

Change Control

Definition; Scope and Impact analysis; Authorisation; Planning and implementation; Documentation and history

Acceptance and Handover

Testin; Levels fo testing; User acceptance of service/solutiuon; Handover options;
Transfer to 'business as usual'

Project Closure and review

Formal closure procedure; Documenetation; Archiving; Lessons learnt

Case Study

A case study is used throughout the course to provide opportunities to practice the techniques covered

Recommended follow-on courses:

- Managing People in a Project Environment
- Managing Projects in an Object-Oriented Environment
- Negotiating Skills
- Influencing and Assertiveness
- Project Leading
- Project Management
- MS Project Master Class