

# Project Management Fundamentals: (Second Edition)

## Course Specifications

Course number: 084018  
Course length: 1.0 day(s)

## Course Description

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes.

**Course Objective:** You will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

**Target Student:** This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- identify the key processes and requirements of project management.
- initiate a project.
- plan for time and cost.
- plan for project risks, communication, and change control.
- manage a project.
- execute the project closeout phase.

## Course Content

### Lesson 1: Getting Started with Project Management

Topic 1A: Describe a Project

Topic 1B: Describe the Project Management Life Cycle

Topic 1C: Identify the Role of a Project Manager



**Lesson 2: Initiating a Project**

Topic 2A: Determine the Scope of a Project  
Topic 2B: Identify the Skills for a Project Team  
Topic 2C: Identify the Risks to a Project

**Lesson 3: Planning for Time and Cost**

Topic 3A: Create a Work Breakdown Structure  
Topic 3B: Sequence the Activities  
Topic 3C: Create a Project Schedule  
Topic 3D: Determine Project Costs

**Lesson 4: Planning for Project Risks, Communication, and Change Control**

Topic 4A: Analyze the Risks to a Project  
Topic 4B: Create a Communication Plan  
Topic 4C: Plan for Change Control

**Lesson 5: Managing a Project**

Topic 5A: Begin Project Work  
Topic 5B: Execute the Project Plan  
Topic 5C: Track Project Progress  
Topic 5D: Report Performance  
Topic 5E: Implement Change Control

**Lesson 6: Executing the Project Closeout Phase**

Topic 6A: Close a Project  
Topic 6B: Create a Final Report

