

**Soft-Train**



*At Soft-Train  
Technology Works*

# Project Management (4 Days)

**COURSE GOAL:** The goal of this course is to teach the student the skills necessary to be a better project manager

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Identify a project
- Understand the project life cycle
- Utilize project management tools and methodologies

**KEY TOPICS:**

**I. The Project Management Framework**

- A. Purpose of the PMBOK GUIDE
- B. What is a Project?
- C. What is Project Management?
- D. The PMBOK GUIDE Structure
- E. Areas of Expertise
- F. Project Management Context

**II. Project Life Cycle and Organization**

- A. The Project Life Cycle
- B. Project Stakeholders
- C. Organizational Influences

**III. The Standard for Project Management of a Project**

- A. Project Management Processes for a project
- B. Project Management Processes
- C. Project Management Process Groups
- D. Process Interactions
- E. Project Management Process Mapping

**IV. The Project Management Knowledge Areas**

- A. Process Flow Diagrams
- B. Major Project Documents

**V. Project Integration Management**

- A. Develop Project Charter
- B. Develop Preliminary Project Scope Statement
- C. Develop Project Management Plan
- D. Direct and Manage Project Execution
- E. Monitor and Control Project Work
- F. Integrated Change Control
- G. Close Project

**VI. Project Scope Management**

- A. Scope Planning
- B. Scope Definition
- C. Create WBS
- D. Scope Verification
- E. Scope Control

**VII. Project Time Management**

- A. Activity Definition
- B. Activity Sequencing
- C. Activity Resource Estimating
- D. Activity Duration Estimating
- E. Schedule Development
- F. Schedule Control

**VIII. Project Cost Management**

- A. Cost Estimating
- B. Cost Budgeting
- C. Cost Control

**IX. Project Quality Management**

- A. Quality Planning
- B. Perform Quality Assurance
- C. Perform Quality Control

**X. Project Human Resource Management**

- A. Human Resource Planning
- B. Acquire Project Team
- C. Develop Project Team

**D. Manage Project Team**

**XI. Project Communications Management**

- A. Communications Planning
- B. Information Distribution
- C. Performance Reporting
- D. Manage Stakeholders

**XII. Project Risk Management**

- A. Risk Management Planning
- B. Risk Identification
- C. Qualitative Risk Analysis
- D. Quantitative Risk Analysis
- E. Risk Response Planning
- F. Risk Monitoring and Control

**XIII. Project Procurement Management**

- A. Plan Purchases and Acquisitions
- B. Plan Contracting
- C. Request Seller Responses
- D. Select Sellers
- E. Contract Closure