

Soft-Train®



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Technology Works*

Project Management (3 Days) ST00008

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
- B. Project Management Process Groups
- C. Process Interactions
- D. Project Management Process Mapping
- E. The Project Management Knowledge Areas
- F. Process Flow Diagrams
- G. Major Project Documents

IV. 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

V. Project Scope Management

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

VI. Project Time Management

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

VII. Project Cost Management

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

VIII. Project Quality Management

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

IX. Project Human Resource Management

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

X. Project Communications Management

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

XI. 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

XII. Project Procurement Management

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