

## Course Name

**Principles of Project Management**

## Course Duration

**One Day**

## Course Objectives

This two day course provides an introduction to the principles of Project Management.

## Course Content

- **Project Management Principles**
- 14 Key Principles for Project Management success
- What are the benefits of project management
- Tools of Project management
- Project definitions
- Terms to know and understand
- Starting a project step by step
- Policy statements
- Project Phases
- **Planning**
- Why plan?
- 4 C's of planning
- 6 reasons why it is important to plan
- Putting together a project plan
- The requirements definition
- Writing the project goal
- Important elements of the goal
- **Scheduling**
- Defining tasks and subtasks
- Rules for brainstorming
- Creating a work breakdown structure (WBS)
- Using a WBS for cost mapping
- Estimating time allocations
- Estimating costs
- Assessing resource requirements
- Obtaining resources for your project
- Assigning resources to your project
- Motivating resources for project success
- Project Risk assessment
- The "What If" analysis
- The 80/20 rule
- **Controlling**
- Crash Path Analysis
- Resource loading and levelling
- Project status reporting
- Project Baseline Management
- Configuration Management
- Managing change
- Trade off analysis
- Project Cost control
- Types of budget
- Project Spend Plan
- Earned value management system
- **Terminating/Evaluation**
- When to terminate a project
- Project post mortem questions
- Phase out plan
- Lessons learned report

*Continued overleaf*

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- **Project Management Scalable Methodology guide**
- Project Scope management
- Project Time management
- Project cost management
- Project quality management
- Human Resources management
- Communications management
- Project risk management
- Procurement management
- Multi project oversight

Prerequisites

There are no prerequisites for this course.

**Interested in this course?**

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