

## Project Management

### PME100: Project Management Essentials

\$2,995.00

- 4 Days
- Presentation slides including discussion points and sample questions related to each topic
- Flash cards of essential project management terms
- Agile Introduction video
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## Upcoming Dates

Jan 27 - Jan 30

Apr 28 - May 01

## Course Description

This course helps individuals gain more responsibility and increase their skills in their current project role by providing additional knowledge of current project management principles and terminology to work on a wide range of projects using a variety of approaches: agile, predictive, and hybrid.

It can help prepare individuals for a CAPM certification, essential to gain entry and contributes to career opportunities at entry and associate levels, such as project coordinator and junior project manager. Whether you are looking to build on your current skillset or pursue an exciting new career, the CAPM distinguishes your skills and empowers you to build the project management career of your dreams.

This course provides the essential knowledge in building a career as a project manager and provides the foundational knowledge and skills that project teams demand. It focuses on an individual's knowledge of Project Management Fundamentals and Core Concepts. It also includes components related to Predictive plan-based methods, Adaptive (agile) frameworks/methods, and Business Analysis frameworks.

## Course Outline

### Lesson 1 – Fundamentals and Core Concepts

- Project Management Discipline
- Organizational Project Management (OPM)
- Organization Structures
- Project Management Office (PMO)
- Organizational Influences
- Life Cycles and Processes
- Development Approaches
- Organizational Culture
- Change Management

### Lesson 2 – Leadership

- Leadership vs. Management
- Leadership Styles

- Servant Leadership
- Emotional Intelligence (EI)

### **Lesson 3 – Roles and Responsibilities**

- Project Management Roles
- Stakeholder Roles
- Project Management Skills and Competencies
- Importance of Project Management
- Project Manager Influence
- Motivational Theories/Approaches

### **Lesson 4 – Project Initiation**

- Project Initiation
- Project Charter and Kick-off Meetings
- Benefits Planning
- Product Roadmaps
- Stakeholders
- Stakeholder Communications
- Communications Management Plan
- Stakeholder Engagement Plan

### **Lesson 5 – Project Management Planning**

- Planning Concepts
- Project vs. Product Management Plan
- Compliance and Quality
- Risk and Uncertainty
- Integrate Plans
- Planned Strategies and Frameworks

### **Lesson 6 – Predictive**

- Predictive Approaches
- Process Groups
- Project Planning Components
- Requirements
- Requirements/Data Gathering Approaches
- Project Management Plan – Scope, Schedule and Cost
- Predictive Estimating Techniques
- Resources
- Quality and Risk
- Project Integrations
- Project Baselines
- Predictive Artifacts
- Project Controls and Measurement – Scope, Scheduled and Cost
- Earned Value Management (EVM)
- Control Quality

### **Lesson 7 – Adaptive**

- Agile Mindset, Methodologies, and Frameworks
- Adaptive Plans
- Adaptive Scope and Iterations
- Adaptive Schedules
- Adaptive Estimating and Prioritization
- Adaptive Teams
- Activities and Artifacts

- Tracking and Measuring Progress
- Uncertainty and Risk

### **Lesson 8 – Business Analysis**

- What is Business Analysis (BA)
- Business Analysis Domains
- BA Roles and Responsibilities
- Methodology Influences
- Validate Requirements

### **Lesson 9 – Project Closure**

- Project or Phase Closure
- Benefits Realization
- Knowledge Transfer

## **Audience**

Any individual wanting to build their career as a project manager.

## **Prerequisites**

None.

## **What You Will Learn**

This course provides information relating to an individual's understanding of:

- Project Management Fundamentals and Core Concepts
- Predictive Plan-Based Methods
- Adaptive (Agile) Frameworks/Methods
- Business Analysis Frameworks

See below for the course objectives.

### **Project Management Fundamentals and Core Concepts**

- Demonstrate an understanding of the various project life cycles and processes.
- Distinguish between predictive and adaptive approaches.
- Demonstrate an understanding of project management planning.
- Demonstrate an understanding of project roles and responsibilities.
- Explain the importance of the role the project manager plays.
- Determine how to follow and execute and respond to planned strategies of frameworks – e.g., communication, risks, etc.
- Demonstrate an understanding of common problem-solving tools and techniques.

### **Predictive, Plan-Based Methodologies**

- Identify the suitability of a predictive, plan-based approach for an organizational structure (e.g., virtual, colocation, matrix structure, hierarchical, etc.).
- Determine and give examples of the activities within each process.
- Demonstrate an understanding of a project management plan schedule.
- Determine how to document project controls of predictive, plan-based projects.

### **Agile Frameworks/Methodologies**

- Explain when it is appropriate and sustainable to use an adaptive approach for the organizational structure.

- Compare the pros and cons of adaptive and predictive, plan-based projects.
- Identify the suitability of adaptive approaches for the organizational structure (e.g., virtual, colocation, matrix structure, hierarchical, etc.).
- Identify organizational process assets and environmental factors that facilitate the use of adaptive approaches.
- Determine how to plan project iterations.
- Determine how to document project controls for an adaptive project.
- Distinguish between the components of different adaptive methodologies (e.g., Scrum, Extreme Programming (XP), Scaled Adaptive Framework (SAFe), Kanban, etc.).
- Determine how to prepare and execute task management steps.

### **Business Analysis Frameworks**

- Demonstrate an understanding of business analysis (BA) roles and responsibilities.
- Demonstrate the importance of stakeholder and team communication to the business analyst role.
- Determine how to gather requirements and using the best approach for a situation.
- Explain the application of a product roadmap.
- Determine how project methodologies influence business analysis processes.
- Validate requirements through product delivery.