



## InspiringWays Training

### **Project Management Essentials**

This on-line course is designed to give participants an overview of the concepts and principles of project management. Participants will gain practical understanding of proven Scope and Scheduling techniques and the Risk Management processes that will contribute to the successful delivery of projects.

Project Management Essentials is intended for delegates who:

- are new to Project Management and wish to understand the terminology and procedures and competently contribute as project team members
- are already Project Managers but need a structured approach to initiate, plan, execute, monitor and control project work

Comprising 5 modules, this course is delivered on-line through 5 x 90-minute sessions.

#### **Objectives**

On completing this course delegates will understand:

- project characteristics and the benefit of management through project phases and lifecycles
- the difference between Predictive and Agile approaches
- the importance of identifying and managing stakeholders
- project success factors
- the significance of the Project Charter
- Project Objectives, Deliverables and the content of the Project Scope Statement
- the value of a Work Breakdown Structure and its contribution to the Project Plan
- the Critical Path and the importance of Timelines or Gantt Charts
- the components of a Risk Register

#### **Project Management methodology**

Project Management Essentials is designed to introduce practical management techniques and methodologies.

Aligned with the Project Management Institutes (PMI's) Project Management Body Of Knowledge (PMBOK®) the course content also references PRINCE2 and Agile Project Management techniques.

For those delegates interested in future PMI Certifications, attendance and course completion represents 7.5 Contact Hours of Project Management Education.

# **Project Management Essentials - Outline**

## **Module 1: Project Management Fundamentals Part 1 (1.5 hrs)**

- 1.1 Project Management Terminology and Definitions
- 1.2 Establishing the Project Context

## **Module 2: Project Management Fundamentals Part 2 (1.5 hrs)**

- 2.1 Project Stakeholders
- 2.2 Project Lifecycles and Methodologies (Predictive, Agile, Hybrid)
- 2.2 Project Success Factors

## **Module 3: Scope Management (1.5 hrs)**

- 3.1 The Project Charter
- 3.2 Scope Planning - Produce a Scope Statement
- 3.3 Scope Definition - Create the Work Breakdown Structure (WBS)
- 3.4 Scope Validation and Control

## **Module 4: Project Scheduling (1.5 hrs)**

- 4.1 Activity Sequencing – the concept of the Critical Path
- 4.2 Estimating Techniques and associated accuracies
- 4.2 Resource Planning - Responsibility Assignment Matrix
- 4.3 Schedule Development - Bar (or Gantt) Charts and Milestone Charts

## **Module 5: Project Risk Management (1.5 hrs)**

- 5.1 Risk Identification – Develop a Risk Register
- 5.2 Risk Scoring for Management Focus
- 5.3 Risk Response Planning – Strategies to adopt
- 5.4 Risk Monitoring & Control

### **Resources:**

#### **Soft Copy of Slide Deck**

#### **Document Templates**

- Project Charter
- Stakeholder Register
- Issue Log
- Project Scope Statement
- Project Schedule (Excel Template)
- Responsibility Assignment Matrix
- Project Risk Register
- Project Change Request Form
- Project Progress Report
- Project Closeout Report