

## GETTING EFFICIENT WITH PROJECT MANAGEMENT BASICS

Available Dates: **Call for Dates**

Class Length: **1 day**

Cost: **\$299**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### Description:

This course provides participants with an understanding of Project Management concepts and familiarization with key Project Management tools and procedures. Participants will gain knowledge to contribute to more successful projects.

#### Course Outline:

##### Lesson 1: Getting Started with Project Management

Topic A: Describe a project

Topic B: Examine a project management life cycle

Topic C: Identify key stakeholders

Topic D: Explore project manager roles and responsibilities

Topic E: Being a project leader

##### Lesson 2: Initiating a Project

Topic A: Determine the goals of a project

Topic B: Work with the project charter and scope components

Topic C: Identify the risks to a project

##### Lesson 3: Planning for the Schedule and Budget

Topic A: Create a work breakdown structure

Topic B: Select team members

Topic C: Develop components of the project schedule

Topic D: Define the critical path and its importance

##### Lesson 4: Finalizing the Project Plan

Topic A: Prioritize and plan for the risks to a project

Topic B: Create a communication plan

Topic C: Plan for change

Topic D: Determine project budget

Topic E: Balance the budget and schedule

##### Lesson 5: Managing the Project

Topic A: Manage project keys

Topic B: Skills primer

Topic C: Work with teams

Topic D: Perform meeting management and resolve conflict

Topic E: Track project progress

Topic F: Implement change control

Topic G: Examine project health

##### Lesson 6: Closing the Project

Topic A: Identify close out components

Topic B: Perform lessons learned

Topic C: Create a final report

Topic D: Archive project information