



corporate training options

Project Management **Basics Training**

Overview & Learning Outcomes

This beginner's course aims to give the trainee an understanding of the fundamentals of Project Management. You will learn about the Project Management Process, before moving onto features such as project scope planning, change control, time management, schedule development, resource identification, budgets and cost controls.

Upon successful completion of this course you should be able to:

- Identify the features and attributes of a project; and identify the steps and variables of the project management process.
- Identify the effects of the environment, various socioeconomic and organizational issues, and organizational structure on a project; and identify the critical functions, necessary skills, responsibilities, and challenges of a project manager.
- Identify the components of project scope; gain project authorization; use common project selection methods; write an end-deliverable description and a project charter; determine the actions integral to scope planning; write a scope statement; follow a scope management plan; and prevent scope creep.
- Identify the process and benefits of scope definition and verification; develop the work breakdown structure (WBS) and the work package; identify the types of information that stakeholders need in order to verify the project scope; identify actions involved in controlling changes; and identify the role of a scope change control system.
- Identify the components of time management; identify the purpose of activity definition and sequencing; recognize different diagramming techniques; identify the factors affecting activity duration; and identify techniques for estimating activity duration.
- Describe schedule development; use mathematical analysis techniques for schedule development; identify the purpose of schedule control; and describe the importance of schedule adherence.
- Identify the necessary project resources by using a WBS and other tools; identify resource types and assign resources; make cost approximations; assess the effect of risk and activity duration on cost estimates; and apply cost estimating techniques.
- Use capital budgeting and depreciation methods for project budgeting; control project costs; calculate cost and schedule variance; and compute a projects estimate at completion (EAC) and variance at completion (VAC).

Prerequisites

There are no pre-requisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Project Management
Basics Training Course Outline

Fundamentals of Project Management

Projects
The project management process

Characteristics of a Project

The project environment
The project manager
The project team

Project Initiation and Scope Planning

Project initiation
Scope Planning

Scope Definition, Verification, and Change Control

Scope definition
Scope verification
Scope change control

Time Management

Activity definition and sequencing
Activity duration

Schedule Development and Control

Schedule development
Schedule control

Resource Identification and Cost Approximating

Resource identification
Cost approximating

Budgeting and Cost Control

Cost budgeting
Cost control

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