



## **Project Management Fundamentals**

**1-day Course**

### **Outline**

Are you starting to work on projects more often? Would you like to know more about project processes? Would you like to learn the basics of project management? Learn the basic terminology, approaches and processes of project management to communicate more effectively and manage your organization's projects efficiently.

Through this course, you will be introduced to several key concepts of project management at a fundamental level – such as defining project requirements, project selection, setting objectives, scope definition, work breakdown, resource management, cost and schedule planning and control, risk management, project tracking and recovery, and reporting.

*Project Management Fundamentals* is critical for learning how good project management practices and a systematic approach can help you deliver quality solutions – on time, within budget and while realizing your objectives.

### **Course Objectives**

At the end of this course, you will be able to:

- ◆ Explain project management terminology
- ◆ Identify project stakeholders.
- ◆ Explain project initiating processes
- ◆ Define a project charter
- ◆ Explain project scope, deliverables and work.
- ◆ Identify resource estimating techniques
- ◆ Develop a basic project schedule/timeline.
- ◆ Define a project budget.
- ◆ Explain project risk management.
- ◆ Define a project plan
- ◆ Explain project controlling and recovery
- ◆ Close a completed project.

### **Who Should Attend**

Project managers, team managers/leaders, and project team members.