

Project Management: Basic

1 day

Description

This ILT Series course teaches students basic project-management techniques, including managing time and costs. Students will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socioeconomic and organizational structure issues, and the responsibilities of a project manager. Course activities also cover defining the project scope, writing a project charter, developing a work breakdown structure, identifying time management components, describing schedule development, using mathematical analysis techniques, and assigning resources. Students will also learn how to estimate resource costs, create a capital budget, control the project costs, and compute a project's estimate at completion (EAC) and variance at completion (VAC).

Prerequisites

- None

Course Outline

Unit 1 : Fundamentals of project management

Topic A: Projects

Topic B: The project management process

Unit 2 : Characteristics of a project

Topic A: The project environment

Topic B: The project manager

Topic C: The project team

Unit 3 : Project initiation and scope planning

Topic A: Project initiation

Topic B: Scope planning

Unit 4 : Scope definition, verification, and change control

Topic A: Scope definition

Topic B: Scope verification

Topic C: Scope change control

Unit 5 : Time management

Topic A: Activity definition and sequencing

Topic B: Activity duration

Unit 6 : Schedule development and control

Topic A: Schedule development

Topic B: Schedule control

Unit 7 : Resource identification and cost approximating

Topic A: Resource identification

Topic B: Cost approximating

Unit 8 : Budgeting and cost control

Topic A: Cost budgeting

Topic B: Cost control