PME1

Introduction to Managing Projects   3 Days

Projects have become the way in which mature organizations implement complex initiatives today. Project management tools, techniques and processes have been evolving to help organizations deliver value through these initiatives successfully. In this foundation course, discover the project management framework, life cycle, project processes, and best practices. Learn how project choices are made and how different techniques are used to collect requirements and define project outcomes. Learn how to situate a project strategically, define project objectives, conduct a stakeholder analysis, and develop a project charter. A mix of case studies, exercises, and group discussions contribute to a comprehensive learning experience.

This course can be taken on its own or as part of our complete Project Management Essentials program of seven courses. Introduction to Managing Projects is a prerequisite for the other courses in the program.

WHO SHOULD ATTEND

- New project managers
- Prospective project managers, project coordinators or project team members
- Those looking to pursue a career in project management

This course is eligible for 21 Project Management Institute Professional Development Units.

KEY TOPICS COVERED

- Project management terminology
- Phases of the project life cycle
- Waterfall and agile project management
- The role of the project manager
- Stakeholder identification and requirements definition
- Project scoping and Work Breakdown Structures (WBS)
- Preparing a project charter and plan
- Project challenges and best practices

COURSE OUTLINE

Module 1: Introduction

- Course Objectives
  - Understanding PM concepts (big picture)
  - Differentiating Waterfall vs. Agile PM
  - Learning PM Processes ("walk the walk")
  - Understanding PM Documents (e.g., Charter)
  - Grasping PM Terminology ("talk the talk")
- Pre-Course Logistics

Module 2: Project Context

- Definition and characteristics of a project
- Differentiating projects from operations
- Reasons projects originate and their impact
- Clarifying aim, objectives, outputs, & outcomes
- Projects, programs, and portfolio management
- Strategic positioning of projects

Module 3: Project Management Framework

- Defining Project Management
  - Knowledge, skills, tools, techniques, & processes
- Lifecycle and Phases
  - Project lifecycle overview
  - Project phase and review points
- Methodologies
  - Predictive/Waterfall, Iterative, Incremental methodologies
- Project Management Processes
  - Waterfall vs. Agile PM processes
  - Managing uncertainty in project management
  - Tailoring processes to fit the project

Module 4: Scope Management

- Differentiating product scope and project scope
- Scope management processes (Waterfall approach)
- Collecting requirements and defining scope
- Creating Work Breakdown Structure (WBS)
- Scope validation and control

Module 5: Quality Management

- Planning for quality
- Implementing quality assurance and control
- Continuous improvement methods

Module 6: Schedule Management

- Schedule management processes
- Defining activities, sequencing, estimating durations
- Developing and controlling the project schedule
- Schedule compression and optimization techniques

Module 7: Cost Management

- Cost management planning and estimation
- Budgeting and cost control methods
- Understanding & applying Earned Value Analysis

Module 8: Resource Management

- Managing Human and Physical Resources
  - Estimating and planning resource requirements
  - Acquiring and developing the project team
  - Managing and controlling resources
  - Releasing resources

Module 9: Communication and Stakeholder Management

- Effective Communication Strategies
  - Planning communications
  - Stakeholder identification and engagement

Module 10: Risk Management

- Identifying and Managing Risks
  - Risk management processes
  - Qualitative and quantitative risk analysis
  - Risk response planning and implementation

Assessments and Assignments

- In-Class Assignments
- Take-Home Assignment on Project Management Best Practices

Conclusion and Course Wrap-Up

- Final Thoughts
- Course Evaluation and Feedback

ABOUT THE PROJECT MANAGEMENT ESSENTIALS CERTIFICATE PROGRAM

The Project Management Essentials program offers practical, hands-on training in the fundamental knowledge and skills needed in today's project management field. Crafted by top industry experts and educators, this comprehensive program blends industry insights with best practices, delivering a well-rounded training experience for both experienced Project Managers and individuals aspiring to build a career in project management.

You can take any five of the seven courses in any order, either as standalone courses or to fill specific knowledge gaps. To earn the certificate, you must complete all seven courses within three years, with the first course being Introduction to Managing Projects and the final course being Project Implementation and Closure. Successful completion of the program will earn you a Project Management Essentials certificate from Algonquin College.

Courses in the Project Management Essentials program include:

- Introduction to Managing Projects (3 days)
- Resource, Communications and Stakeholder Management (3 days)
- Project Schedule and Cost (3 days)
- Project Risk Management (3 days)
- Project Quality Management (2 days)
- Procurement and Contract Management (3 days)
- Project Implementation and Closure (3 days)

HOW TO REGISTER

CALL 1.833.282.6852
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