Project Management Fundamentals

Course Overview

This course introduces students to project management fundamentals. Topics covered include project management basics, types of projects, building the team and schedule, creating the budget, execution, and more.

Module 1 - Getting Started 3m

Getting Started
Instructor Introduction
Course Objectives
Agenda
Agenda

Module 2 - Project Management Basics 27m

Project Management Basics
PMI's PMBOK
What is a Project?
Attributes of a Project
Examples of Projects
What is Project Management
Project Constraints
"The Iron Triangle"
Scope
Cost
Time
How do we make this happen?
How do we make this happen?
The Fundamental Project Life Cycle
The Project Life Cycle
Fundamental Project Management Process
Outputs Examples
Unforeseen Circumstances
Recommendations
Words of Wisdom
The Tools
Fundamental Project Management Tools
Fundamental Project Management Processes and Tools
The People
Objectives
Stakeholder
Customer
Sponsor

Team Members
Management
Project Manager's Role
Project Manager's Responsibilities
Time Management Matrix
Time Management Matrix
Time IS Money
The Benefits of Project Management
Summary
Agenda

Module 3 - Where Do Projects Come From 56m

Where Do Projects Come From
Types of Organizations
Enterprise Portfolio Management
The Agenda
BM101
Mission
Vision
Goals
Business Strategy
Management By Objectives
Balanced Scorecard Approach
Balanced Goals
Objectives
SMART Objectives from Balanced Goals
SMART Objectives from Balanced Goals cont.
Key Performance Indicators
Action Plans
BM101 Summary
Project Management 101
PM Quotes
Phases and Knowledge Areas
10 Knowledge Areas Aligned
The Project Triangle
PM101
PM101
Programs
Portfolio
PM101 Summary
Enterprise Portfolio Management
The Connection
The Enterprise V Plans
The Enterprise V Objectives
The Enterprise V Programs
The Enterprise V Portfolio
Another View

Enterprise Portfolio Management Versus Program & Project Management
Summary
Why Great ROI?
But why is it necessary?
Matrix Organization Structure
Review Cadence
How Projects Are Selected
Objectives
Needs Identification
Business Case
Enterprise Portfolio Management
Proposing Projects
Project Selection
"The Funnel Flowchart"
Project Prioritization Exercise
Thirst Beverage Corporation
Project Challenge
Agenda

Module 4 - Types of Projects 32m
Types of Projects
Predictive Versus Agile
Predictive Versus Agile Project Management
Traditional Versus Agile Project Management
Predictive Versus Agile
The Predictive Project Life Cycle
An Agile Project Life Cycle
The Scrum Framework - Modified
An Agile Project Life Cycle
The Big Picture
The Divide
Agenda

Module 5 - Initiation 28m
Initiation
Our Project
Our Project
Setup
6 Essential Features for a PMIS
PMIS Examples
Leveraging Microsoft Teams
Leveraging Microsoft Teams
PMI's Project Life Cycle
Fundamental Project Management Processes and Tools
Project Charter
Leveraging Microsoft Teams
Creating a Project Charter

Creating a Project Charter
Fundamental Project Management Processes and Tools
Stakeholder Register
Leveraging Microsoft Teams
Stakeholder Register
Stakeholder Register
Creating a Project Charter
"The Iron Triangle"
Agenda

Module 6 - Building the Team 24m

Building the Team
The Fundamental Project Life Cycle
Build a High Performing Team
Benefits of a High Performing Team
Stages of Team Development
Team Charter
Working Agreement
Working Agreement
Leveraging Microsoft Teams
Being a Good Leader
Being a Servant Leader
Servant Leader
Kickoff Meeting
Conducting Effective Meetings
Agenda

Module 7 - Building the Schedule 52m

Building the Schedule
The Fundamental Project Life Cycle
Fundamental Project Management Processes and Tools
What a Schedule looks like….according to Google
Benefits of a Project Schedule
Aligning To PMI
Steps to Build a Schedule
1 Plan Schedule Management
Our project
1 Plan Schedule Management
Steps to Build a Schedule
Project Schedule….according to PMI
How to Define Activities
What Does It Look Like?
Option 2 – WBS* by Work Package
Option 3 - WBS By Phase
Steps to Build a Schedule
Leveraging Microsoft Teams
"The Iron Triangle"

Microsoft Scheduling Tool Capability Model
Microsoft Scheduling Tool Capability Model
Project Schedule in Excel
Project Schedule in Microsoft Project
Project Schedule in Project Online
Agenda

Module 8 - Creating the Budget 24m
Creating the Budget
The Fundamental Project Life Cycle
Project Cost Management
General Notes
Types of Costs
What is a budget?
Aligning To PMI
Steps to Create a Budget
1. Plan Cost Management
The Budget Tool
Microsoft Scheduling Tool Capability Model
Estimated Costs and Budget in Microsoft Project
"The Iron Triangle"
Agenda

Module 9 - Planning Wrap Up 6m
Planning Wrap Up
"The Iron Triangle"
The Fundamental Project Life Cycle
Perform Analysis
Obtain Approval
Save a Baseline
Aligning to PMI
Progressive Elaboration
Agenda

Module 10 - Execution 41m
Execution
The Fundamental Project Life Cycle
Fundamental Project Management Processes and Tools
Managing Your Project
Update Schedule and Actual Costs
Managing Your Project
Fundamental Project Management Processes and Tools
Risks
Aligning To PMI
Risk Management
Risk Management Processes
Risk Register

Risk Management
Risk Probability Impact Assessment
Risk Management
Risk Register
Risk Management
Risk Management
Risk Management
Risk Register
Risk Management
Managing Your Project
Issues
Fundamental Project Management Processes and Tools
Issue Log
Fundamental Project Management Processes and Tools
Status Report
Status Report
Status Report
Project Status Report
Agenda

Module 11A - Monitor and Control 11m

Monitor and Control
What is Monitor and Control?
What is Monitor and Control?
What should you monitor?
What should you monitor?
Project Control
Project Control Principles
Control Scope
What should you monitor?
Control Schedule
What should you monitor?
Control Costs
What should you monitor?

Module 11B - Earned Value Management 41m

Progress Monitoring
Earned Value Management
Earned Value Analysis
Our Project
Pipeline Project
The Process to Set Up
Pipeline Schedule
Baseline Cost over Time
Performance Measures
Baselined Cost - Timephased
PV – Planned Value

PV – Planned Value
PV – Planned Value
PV – Planned Value
The Process to Maintain
Performing Analysis
Performance Measures
EV – Earned Value
EV – Earned Value
EV – Earned Value
Performance Measures
AC – Actual Cost
AC – Actual Cost
AC – Actual Cost
Variances
Cost Variance
Schedule Variance
Total Variance
Graphical Representation
Graphical Representation
Graphical Representation
Graphical Representation
Microsoft Project – Math Check!
Visual Reports in MS Project
Report Exported from MS Project to Excel
Aligning with Reality
Revised Plan
Reschedule Uncomplete Work in MS Project
Revised Plan
Revised Plan
The Moral of the Story
Performance Indexes
Cost Performance Index
Schedule Performance Index
Completion Metrics
Completion Metrics
Completion Metrics
Completion Metrics
Completion Metrics
Project Status as of 4/30
The Process to Maintain
Project Status as of 4/30
Microsoft Project Math Check!
Why Measure?
Why Measure?
What should you monitor?

Module 11C - Other Items to Monitor 19m

What should you monitor?
Risk Monitor and Control
Risk Monitor and Control
What should you monitor?
Control Issues
What should you monitor?
Manage Stakeholder Engagement
What should you monitor?
Control Documents
What should you monitor?
Control The Product, Service or Result
Control The Product, Service or Result
Quality Terms and Definitions
7 Basic Quality Tools
Controlling Quality
What should you monitor?

Module 11D - Controlling Changes 3m

Controlling Changes
Controlling Changes
Example Change Request Process
Agenda

Module 12 - Closure 9m

Closure
Fundamental Project Management Processes and Tools
Customer Feedback
Customer Feedback Survey
Lessons Learned
Lessons Learned
Fundamental Project Management Processes and Tools
Project Summary Report
Performance Evaluations
Documentation Close-out
Celebration
Agenda

Module 13 - Course Wrap Up 14m

Course Wrap Up
Project Procurement Management
Project Procurement Management
Project Procurement Management
Typical Steps
Procurement Statement of Work
Typical Steps
Bid Document

Typical Steps
Contract
Types of Contracts
Typical Steps
Control Procurements
Typical Steps
Close Procurements
Typical Steps
Congratulations!
Objectives Review
Agenda

Total Duration: 6h 32m