

Project Management Fundamentals

COURSE DESCRIPTION

In this course you will learn the fundamentals of project management so you will be able to manage projects related to your area of responsibility within the organization. You will learn to take control of problem definition, scheduling and how to avoid common pitfalls that sidetrack small to medium sized projects. You will also discover critical success factors and hidden risks inherent in projects—and you'll leave with an understanding of strategies and techniques required to successfully manage small to medium sized projects.

Course Objectives

At the end of this course, the participant will: learn techniques to define problem, mission, and vision and project goals & objectives. You will learn how to set goals tied directly to stakeholder needs, get the most from your project management team, and utilize project management tools to get work done on time.

You will learn how to:

- develop a Mission, Vision, Goals and Objectives for the project
- define a problem
- describe statement of work
- define project goals
- identify key project stakeholders, identify and articulate customer requirements
- distinguish between project – and product life cycle
- construct a work breakdown structure showing all work components
- build a project schedule, estimate duration, resources, and costs
- to control and monitor the project
- to lead the project team
- to communicate effectively, hold effective meetings and develop and manage project team

You'll learn project management fundamental skills through hands-on exercises, interactive case studies, and relevant discussions with your peers and an experienced project management instructor.

WHO SHOULD ATTEND

This course is designed for individuals that seek knowledge in fundamentals and essentials of project management.

TRAINING DURATION

Fundamentals of Project Management is a 24 hour course. Candidates are given the printed materials so that they can come prepared on class and work on real cases of project management.

TRAINING COST

The cost of this training is 185 € per participant. Price includes Fundamentals of Project Management training for 3 days and studying materials.

CLASS PLAN FOR ACADEMIC YEAR 09/10

Course	Schedule	Start Date	End Date	Week Days
Fundamentals of Project Management	09:00 - 16:00	25-Sep-09	2-Oct-09	Friday - Saturday
Fundamentals of Project Management	09:00 - 16:00	16-Nov-09	18-Nov-09	M - T - W
Fundamentals of Project Management	09:00 - 16:00	1-Mar-10	3-Mar-10	M - T - W
Fundamentals of Project Management	09:00 - 16:00	3-May-10	5-May-10	M - T - W