

## Project Management Fundamentals

### Overview

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In this course, students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects. This course may earn a Credly Badge.

### Prerequisite Comments

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To ensure your success, we recommend you have some working knowledge of your computers operating system.

### Target Audience

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This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course.

### Course Objectives

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Upon successful completion of this course, students will be able to:

- identify the key processes and requirements of project management.
- initiate a project.
- plan for time and cost.
- plan for project risks, communication, and change control.
- manage a project.
- execute the project closeout phase.

### Course Outline

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#### 1 - Getting Started with Project Management

Describe a Project

Describe the Project Management Life Cycle

Identify the Role of a Project Manager

#### 2 - Initiating a Project

Determine the Scope of a Project

Identify the Skills for a Project Team

Identify the Risks to a Project

### **3 - Planning for Time and Cost**

Create a Work Breakdown Structure  
Sequence the Activities  
Create a Project Schedule  
Determine Project Costs

### **4 - Planning for Project Risks, Communication, and Change Control**

Analyze the Risks to a Project  
Create a Communication Plan  
Plan for Change Control

### **5 - Managing a Project**

Begin Project Work  
Execute the Project Plan  
Track Project Progress  
Report Performance  
Implement Change Control

### **6 - Executing the Project Closeout Phase**

Close a Project  
Create a Final Report

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