Introduction to the “Essentials of Project Management

This is a three day introductory course that covers project management planning, scheduling, executing and control systems. This course focuses on introducing participants to project management. Focus is placed on the ANSI and IEEE accepted standards for professional project management as defined by the Project Management Institute (PMI). It follows the Project Management Institute’s Project Management Body of Knowledge (PMBOK®) 4th Edition.

Who should attend?
This course is for anyone interested in learning about formal project management tools and techniques, including project managers who are just beginning to manage projects, project team members, functional managers, contracting officers, and senior managers.

Prerequisites
No advance reading or preparation is necessary for this course

Format
This course is highly participative, with numerous exercises and examples. Participants will be encouraged to raise issues concerning their current projects to enable discussion of how principles can be implemented in practice.

Objective and Benefit
You will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. By the end of the course you will be able to:

- to identify and manage the product scope,
- build a work breakdown structure,
- create a project plan,
- create the project budget,
- define and allocate resources,
- manage the project development,
- identify and manage risks,
- Understand the project procurement process.

Course Details
- Length: 3 Days (Friday’s, October 12, 19, & 26 from 8:00-4:00)
- Instructor: Mary Whitfield
- Cost: $395