

Course ID  
**PROJMGT5**  
Course Duration  
**5 days**

Course Title  
**Project Management: A Comprehensive Course and Simulation**

**Related Courses**

- [Project and Team Management Workshop](#) (PROJMGT4, 4 days)
- [Advanced Leadership Workshop: The Vision, the Strategy, and the Execution](#) (LEAD3, 3 days)
- Leadership: Setting Vision, Mission, Goals, Objectives, and Plans (LEAD2, 2 days)
- [Leadership: Be the Leader Others Want to Follow!](#) (LEAD, 1)
- [Step up to Supervision!](#) (SUPERVISE, 2 days)
- [Coaching for Superior Performance](#) (COACH, 2 days)
- [Team Play](#) (TEAMPLAY, 2 days)

**Aimed At**

Managers who are responsible for leading project teams as well as professionals who wish to enhance their project planning, organization, execution, and control skills.

**Group Size**

5-25

**Prerequisites**

- Project Management Workshop (PROJMGT2, 2 days)

While there are no formal prerequisites, some prior basic experience with project management will be helpful. If you have not been involved with project management, our 2-day project management course provides a good introduction.

**Course in a Nutshell**

In this powerful hands-on workshop, you will learn and practice the project management concepts and techniques as set forth in the Project Management Body of Knowledge (PMBOK ®) of the Project Management Institute (PMI®), the principal certifying authority for project management. Using lecture, group discussions, and a comprehensive in-class project management simulation, you will learn how to apply the techniques taught to the execution of real-world projects. This course satisfies the preparation requirements for the PMI Professional (PMP®) certification.

**Customize It!**

If you are faced with a particular project, we can simulate its workings right in the class!

For a less in-depth treatment of the subject, the course can be shortened to two to four days (please see our other project management course outlines).

## Learn How To

- Initiate a project
- Plan project work
- Develop project schedules, cost estimates, and budgets
- Plan project quality, staffing, and communications
- Analyze and plan for project risks
- Plan project procurement
- Monitor and control project work
- Monitor and control project schedule and costs
- Monitor and control project quality, staffing, and communications
- Monitor and control project risks and contracts
- Close the project

## Course Outline

### Lesson 1: Initiating a Project

- Apply Project Management Processes
- Create a Project Charter
- Develop a Preliminary Project Scope Statement

### Lesson 2: Planning Project Work

- Develop Project Management Plan
- Create a Scope Management Plan
- Create a Scope Statement
- Develop a Work Breakdown Structure (WBS)

### Lesson 3: Developing Project Schedules, Cost Estimates, and Budgets

- Create an Activity List
- Create a Project Network Diagram
- Estimate Activity Resources
- Estimate Activity Durations
- Identify the Critical Path
- Develop a Project Schedule
- Estimate Project Costs
- Establish a Cost Baseline

### Lesson 4: Planning Project Quality, Staffing, and Communications

- Create a Quality Management Plan
- Document Roles, Responsibilities, and Reporting Relationships
- Acquire a Project Team
- Create a Communications Management Plan

### Lesson 5: Analyzing Risks and Planning Risk Response

- Create a Risk Management Plan

- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

#### **Lesson 6: Planning Project Procurement**

- Prepare a Contract Statement of Work
- Prepare a Procurement Document

#### **Lesson 7: Executing Project Work**

- Direct and Manage Project Execution
- Perform Quality Assurance
- Develop Project Team
- Information Distribution
- Request Seller Responses
- Select Sellers

#### **Lesson 8: Monitoring and Controlling Project Work**

- Monitor and Control Project Work
- Manage Changes to Performance Baselines
- Review Deliverables and Work Results
- Control Project Scope

#### **Lesson 9: Monitoring and Controlling Project Schedule and Costs**

- Control the Project Schedule
- Control Project Costs

#### **Lesson 10: Monitoring and Controlling Project Quality, Staffing, and Communications**

- Perform Quality Control
- Manage Project Team
- Report Project Performance
- Manage Stakeholders

#### **Lesson 11: Monitoring and Controlling Project Risk and Contracts**

- Monitor and Control Project Risk
- Administer a Contract

#### **Lesson 12: Closing the Project**

- Close a Project
- Close a Contract

**How You Will  
Learn**

- A highly qualified instructor will present this course in workshop format.
- You will learn the project management best practices from someone who is himself a seasoned project manager and PMP® certified.
- During the workshop, you will work in teams to simulate the execution of a project from start to finish.
- You will receive a printed Participant Handbook which will help you remember and retain what you learned in class and apply it on your job.

*Revised*

*April 20, 2008f*