

# Project Management

CDT820A

This is a comprehensive course in project management for both new and experienced project managers. The course content covers the entire Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) and it represents the most up to date approach to project management. While the course will be an essential part of preparation for the PMI Project Management Professional (PMP) exam, it will also be of interest to any practicing project manager who wants to understand the latest project management terms, tools and techniques. After completing this course, students who will be taking the PMP exam should also take CDT825, PMP Exam Preparation.

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## Audience

- New Project Managers
- Experienced Project Managers
- Directors and other executives who manage project managers

## Prerequisites

- None

## Course Length

- Five Days

## Learning Objectives

- Understand the nature of projects and project management
- Identify and explain the key elements of the five project management process groups
- Identify and explain the key elements of the nine project management knowledge areas.

## Teaching Methods

- Lecture
- In-class exercises

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## Course Outline

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### Introduction to Project Management

- What is a Project?
- What is Project Management?
- The Role of the Project Manager
- The Project Management Profession

### Project Management in an IT Context

- A Systems View of Project Management
- Understanding Organizations
- Stakeholder Management
- Project Phases and the Project Life Cycle
- The Context of Information Technology Projects

### The Project Management Process Groups

- Project Management Process Groups
- Mapping the Process Groups to the Knowledge Areas
- The Process Groups: Initiating, Planning, Executing, Monitoring and Controlling, Closing

### Project Integration Management

- Preliminary Scope Statements
- Project Management Plans
- Project Execution
- Monitoring and Controlling Project Work
- Integrated Change Control
- Closing Projects

### Project Scope Management

- What is Project Scope Management?
- Scope Planning and the Scope Management Plan

- Scope Definition and the Project Scope Statement
- Creating the Work Breakdown Structure
- Scope Verification
- Scope Control

### Project Time Management

- The Importance of Project Schedules
- Activity Definition
- Activity Sequencing
- Activity Duration Estimating
- Schedule Development
- Schedule Control

### Project Cost Management

- The Importance of Project Cost Management
- Basic Principles of Cost Management
- Cost Estimating
- Cost Budgeting
- Cost Control

### Project Quality Management

- The Importance of Project Quality Management
- What is Project Quality Management
- Quality Planning
- Quality Assurance
- Quality Control
- Tools and Techniques for Quality Control
- Modern Quality Management
- Improving IT Project Quality

### Project Human Resource Management

- The Importance of Human Resource Management
- What is Human Resource Management

- Keys to Managing People
- Human Resource Planning
- Acquiring the Project Team
- Developing the Project Team
- Managing the Project Team

### Project Human Communications Management

- The Importance of Project Communications Management
- Communications Planning
- Information Distribution
- Performance Reporting
- Managing Stakeholders
- Suggestions for Improving Project Communications

### Project Risk Management

- The Importance of Project Risk Management
- Risk Management Planning
- Common Sources of Risk on IT Projects
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Control

### Project Procurement Management

- The Importance of Project Procurement Management
- Planning Purchases and Acquisitions
- Planning Contracting
- Requesting Seller Responses
- Selecting Sellers
- Administering the Contract
- Closing the Contract