

PORTFOLIO AND PROJECT MANAGEMENT EDUCATION SERIES

RGPMI course syllabus

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| Title: | Fundamentals of Project Management and Planning |
| Audience: | Program and project managers, planners and schedulers |
| Level: | Basic |
| Duration: | 1 day |
| Prerequisite(s): | None |

Summary

This course is designed for delegates with little or no project management or planning experience and is ideally suited for those who wish to understand core project management and planning principles and techniques. As such, it is a useful pre-requisite to attending planning courses for software tools such as Primavera P6 and Microsoft Project.

Delegates will...

- learn key project management skills and techniques
- gain practical experience of applying these techniques
- acquire confidence in their ability to plan and manage projects
- receive practical advice, tips and insight from an experienced project manager

training | consulting | software

Course Topics

At the completion of this course, delegates will be able to...

- describe a project
- understand the Project Management Life Cycle
- appreciate the primary elements of a Project
- construct S.M.A.R.T Goals
- design a Work Breakdown Structure (WBS)
- undertake Task Analysis
- describe typical Activity Components
- understand the benefits of a Project Plan
- analyse a GANTT Chart
- understand Network Logic
- complete Critical Path Analysis
- understand Resource Management
- describe the principles of Earned Value Management
- appreciate the management of change

The course includes...

- instructor led tuition from an experienced project manager and trainer
- individual and group exercises
- a delegate pack comprising course notes and case study.
- a certificate of attendance