Project Management Overview Training

Duration: **2 Day**

BILGINÇ IT Academy
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Learn the basic concepts and techniques of project management.

In this course, you will be introduced to the project management life cycle and key project management concepts of constraints, stakeholders, scope, risk, and communication.

Students pursuing a university-recognized and/or accredited certificate in Canada or continuing education units in the US must attend at least 90% of class time, participate in class exercises and section-knowledge checks, and score at least 70% on an end-of-class, multiple-choice assessment.

Who Should Attend?

- Project team members who want to perform basic project management tasks on their projects or teams
- Business analysts who are working toward their Certified Business Analysis Professional (CBAP®) certification
- Anyone interested in becoming a project manager or exploring it as a career
- Anyone who works with project managers, such as IT staff, functional managers and team members, sales representatives, and administrative personnel.

What You Will Learn

- Roles and responsibilities of a project manager
- Project management terminology as you apply basic project management concepts
- Essential management skills and techniques of project management
- Common project challenges
- How you can play a more active role in supporting a project

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Training Outline

1. Role of the Project Manager

- Project Management Life Cycle
- Project Manager Role
- Triple Constraints

2. Stakeholders

- Stakeholder Communication
- Stakeholder Engagement
- Stakeholders Analysis

3. Decomposing and Estimating Work Effort

- Project Charter
- Scope Statement
- Work Breakdown Structure
- Estimating

4. Risk Management

- Defining and Documenting Risks
- Prioritizing Risks
- Response Planning

5. Executing, Monitoring, Controlling, and Closing

- PDCA
- Scope Creep
- Change Management
- Lessons Learned

6. Wrap Up

- Stakeholder Communication and Engagement
- Key Points
- Final Reflections
- Quiz

Exercises:

- Identifying key stakeholders on your project
- Estimating work effort by creating a work breakdown structure and decomposing deliverables into sub-deliverables and activities
- Estimating time to complete activities
- Creating a team responsibility assignment matrix and determining when and how to communicate to key stakeholders
- Identifying and analyzing risks and developing a response plan
- Reflection prompts to solidify the learning

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