# Project Management Overview Training

Duration: **2 Day**

BILGINÇ IT Academy
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## Overview

**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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## 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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