



## Q20230 Project Management Fundamentals

Duration: 2 days LIVE online

### Course Overview

This course will only be run as a face to face in-class event when it is confirmed safe to do so.

Learners are introduced to the building blocks of project management, learning how to define, plan, and manage a project from a theoretical followed by a practical standpoint. There is a strong emphasis of the alignment of the practice of project management with three central aspects of best practice project management and case-study based scenarios.

### Who should attend?

- Project Managers who have managed small projects featuring standard functional drop-in solutions
- Aspiring project managers

### Prerequisites & pre-reading guidelines

There are no specific prerequisites for this course. However, experience in or exposure to a project management environment is recommended.

### How certification is earned

Upon completion of this training event, attendees will receive an Expleo certificate.

### Course Objectives

On completion of this course, attendees will be able to:

- Identify and classify project characteristics of PMI
- Outline the benefits of effective project planning and control
- Prepare and deliver good Project Charters (Project Charter Template)
- Define project objectives and create a project initiation document
- Show how a work breakdown structure as an input to developing a project plan
- Define the principles behind time and cost estimation
- Describe the different components of a project schedule
- Present an effective project management plan (Project Plan Templates) and how it is used to identify risks and issues
- Describe efficient techniques for controlling project performance (Change Control and Reporting Templates)
- Define how projects are closed successfully (Project Closure Template)

### Context

There is a strong emphasis on this Project Management Fundamentals course on the alignment of the practice of project management with three central aspects of best practice, project management and case-study based project scenarios.

### Related courses

- ICAgile Certified Agile Fundamentals
- Psychology of Communication Intelligence
- Change Management Fundamentals

## Course Outline

### Day One

#### Module 1: - Project Best Practice and Structure

- Topic 1: - Project Stakeholders
- Topic 2: - Evaluation of Scope
- Topic 3: - Preparing Project Plans and Work Breakdown Structures

#### Module 2: - Project Scoping with Stakeholders

- Topic 1: - Project Stakeholders
- Topic 2: - Evaluation of Scope
- Topic 3: - Preparing Project Plans and Work Breakdown Structures

### Day Two

#### Module 3: - Project Scheduling & Estimation

- Topic 1: - Concepts behind Scheduling
- Topic 2: - Developing a Realistic Schedule
- Topic 3: - Defining Critical Activities and Issues
- Topic 4: - Estimation Methods

#### Module 4: - Monitoring and Controlling the Project

- Topic 1: - Reporting and Managing Project Progress
- Topic 2: - Project RAID
- Topic 3: - Project Dash-Boarding
- Topic 4: - Project Change Control

#### Module 5: - Project Risk Management

- Topic 1: - The Risk Management Process
- Topic 2: - Risk Analysis Tools and Techniques

#### Module 6: - Project Closure

- Topic 1: - Keeping Track on Closure Success
- Topic 2: - Transitioning Projects

## Contact

### Patricia McGuire

Head of Training

Expleo Technology Ireland Ltd

M. +353 (0)87 235 5902

W. [expleoacademy.com](http://expleoacademy.com)

[pat.mcquire@expleogroup.com](mailto:pat.mcquire@expleogroup.com)

[academy@expleogrouptraining.com](mailto:academy@expleogrouptraining.com)