Project Management Fundamentals – Course Outline

Session objectives

Session 1 – Introductions and orientation

o Introduce each other and relax delegates/tutor
o Establish the overall aim of the course
o Deal with administrative detail
o Make a contract with the group

Session 2 – What is a project and what is the role of a project manager?

o Define "project"
o Understand the benefits of Project Management
o Understand the role of the Project Manager

Session 3 – Project Definition

o Produce a project definition
o Identifying the activities
o Dependencies
o Risks
o Defining the team
o Success Criteria & Deliverables
o Produce a plan
o Gantt Charting
o Assumptions

Session 4 – Generating Commitment

o Generate commitment in and outside the delegates project team
o Communication

Session 5 – Managing Risk

o Identify risks, grade their importance, and develop risk management strategies
o Force-field analysis
o Change-control
o Questionnaires
o Potential Problems
o Preventative & Contingency planning

Session 6 – Day 2 Welcome and Unfinished Business

o Welcome delegates to day 2
o Answer questions from day 1
o Deal with unfinished business from day 1
o Highlight what will be covered today

Session 7 – Controlling the Project

o Control a project
o PMs Cycle
o Keeping on target
o Reporting

Session 8 – Project exercise

o Generate commitment to implementing some aspects of the delegate's learning
o Further application of some aspects of the learning to the delegates project

Session 9 – Evaluating the Project

o Evaluate a project upon completion

Session 10 – Action Planning

o Define how delegates are going to integrate their learning in the workplace

Session 11 – Client objectives review and feedback

o Review what has been learned over the two days in relation to the objectives documented at the start of the course
o Evaluate the course