

## Foundations of Project Management

3 Day Class

### ***Course Description:***

In today's dynamically changing business environment, projects are initiated under tighter budgetary, resource and time constraints than ever before. This seminar focuses on the core project management skills required to manage any project and will provide the attendees with proven "real life" tools and techniques applied to a case study.

### ***Course Goals:***

- Develop a foundation in core project management concepts.
- Apply core project management concepts to managing projects.
- Discover and apply project management tools and techniques applicable to each phase of a project's Life Cycle.

This course is designed to be a foundation course in project management for those individuals and groups who are working on projects in any application area. The course will use published industry best practices and relate them to the management of these projects.

For the purposes of this class, it is assumed that your organization uses some kind of development and deployment model similar to the following phases:

1. Concept / Initial Planning
2. Planning / Development
3. Construction
4. Installation
5. Maintenance / Support

With this in mind, we will introduce the project management concepts in the portion of the life cycle (Concept, Planning, Construction, Installation, and Maintenance) where they would seem most likely to be performed. This is not to suggest that the process flow will occur this way on every project, but rather to follow a linear progression of new topics introduced in a way that hopefully follows your development process. Project management processes are performed iteratively throughout the project life cycle, so there is no real one-to-one mapping of project management processes to life cycle phases.

## **Course Outline:**

### **Unit 1 – Introduction**

- Course Goals
- Student Introductions
- Class Objectives
- Class Materials
- Class Norms

### **Unit 2 – The Project Management Framework**

- What is a Project?
- Project Objectives
- The Triple Constraint
- What is Project Management?
- Role of the Project Manager
- Program Management/Portfolio Management
- Role of the PMO
- Phases and Life Cycles
- What is a Process?
- PMBOK® Guide* Processes, Process Groups and Knowledge Areas

### **Unit 3 – Concept Phase**

- Building a Business Case
- Project Stakeholders
- Project Initiation
- The Project Charter
- The Project Scope Statement
- Key components of Charter/Scope Statement
  - Project Objectives
  - Project Approach
  - Product Scope Description
  - Project Requirements
  - Project Boundaries
  - Project Deliverables
  - Product Acceptance Criteria
  - Assumptions/Constraints
  - Summary Schedule
  - Summary Budget
  - Initial WBS
  - Initial Defined Risks
  - Approvals

### **Unit 4 – Development Phase**

- Defining Project Scope
- The Work Breakdown Structure

- Developing the Schedule
  - Activity List
  - Activity Sequencing
  - Duration/Resource Estimating
  - Schedule Development
  - Schedule Compression
- Developing the Budget
- Project Quality Management
- Project Communications Planning
- Project Risk Management
- The Performance Measurement Baselines

### **Unit 5 – Construction Phase**

- Executing Processes
- Perform Quality Assurance/Quality Control
- Team Development
- Monitoring Project Progress
- Controlling variance
- Risk Monitoring and Control

*“PMBOK” is a registered mark of the Project Management Institute, Inc.*

### **Unit 6 – Installation Phase**

- Acceptance of project deliverables
- Transition of project’s product
- Transitioning the Project team

### **Unit 7 – Maintenance/Support Phase**

- Post-Implementation Reviews
- Process Improvements
- Enhancements

### **Unit 8 – Project Closeout**

- Closing out a project
- Contract closure
- Administrative Closure
- Project Archives
- Gathering Lessons Learned
- Course Closure



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