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PHOENIX TS

Project Management Principles

Course Overview

Introduction to Project Management Course Description:

This three day project management training course focuses on recognized best practices in project management. Attendees will learn how to initiate a project, accurately estimate project work, create a detailed project schedule, plan project costs, manage procurements, plan for project risks, quality and compliance, manage a project team and stakeholders, manage change, monitor scope and successfully perform project closure.

Schedule

Course Outline

Introduction to Project Management Course Outline:

Topic 1: Intro to Project Management

Lesson 1A: The Basics of Project Management

Lesson 1B: Factors that Influence a Project

Topic 2: Officially Launching a Project

Lesson 2A: Choosing the Right Project for your Organization



Lesson 2B: Project Stakeholders Identification and Expectations Management

Lesson 2C: Identifying the Scope of a Project

Lesson 2D: Preparing a Statement of Work (SOW)

Lesson 2E: Authorizing a Project

Topic 3: Project Work Estimation

Lesson 3A: Top-Down Estimation for Project Effort and Resources

Lesson 3B: Bottom-Up Estimation for Project Effort and Resources

Lesson 3C: Mitigating Risks in Project Estimates

Topic 4: Putting Together a Project Schedule

Lesson 4A: Illustrating the Flow of a Project

Lesson 4B: Identifying Resources for Project Activities

Lesson 4C: Scheduling Project Work

Topic 5: Planning Project Costs

Lesson 5A: Estimating Project Costs

Lesson 5B: Establishing a Baseline for Costs

Lesson 5C: Reconciling Funding and Costs

Topic 6: Risk Management

Lesson 6A: Creating a Plan for Risk Management

Lesson 6B: Identifying Causes of Risks

Lesson 6C: Analyzing Risks

Lesson 6D: Risk Response Plan Development



Topic 7: Quality and Compliance Planning

Lesson 7A: Delivering the Desired Results of a Project

Lesson 7B: Verifying Compliance Requirements

Topic 8: Human Resources Management

Lesson 8A: Planning a Project Team

Lesson 8B: Forming a Project Team

Lesson 8C: Team Building

Lesson 8D: Managing your Team

Topic 9: Project Procurement Management

Lesson 9A: Planning Project Procurements

Lesson 9B: Obtaining Responses from Vendors

Lesson 9C: Identifying the Right Vendor

Lesson 9D: Managing Procurements and Vendors

Topic 10: Change Management during Project Execution

Lesson 10A: Prepping for Project Execution

Lesson 10B: Effectively Managing Changes

Lesson 10C: Monitoring Scope

Topic 11: Project Cost and Schedule

Lesson 11A: Monitoring and Controlling a Project Schedule

Lesson 11B: Optimization of the Project Schedule



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Lesson 11C: Monitoring and Controlling Costs

Topic 12: Monitoring Quality and Risk

Lesson 12A: Monitoring and Controlling Risk

Lesson 12B: Putting a Quality Plan into Action

Lesson 12C: Controlling Project Quality

Topic 13: Reporting and Communication

Lesson 13A: Effectively Communicating during a Project

Lesson 13B: Distribution of Project Information

Lesson 13C: Managing Stakeholders

Lesson 13D: Reporting on Performance

Topic 14: Closing a Project

Lesson 14A: Handing Off a Project

Lesson 14B: Closure of Project Procurements

Lesson 14C: Project Wrap Up

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Included in this **Project Management Principles**

- 3 days instructor-led training
- Project Management Principles training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*