301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

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PHOENIX TS

Introduction to Project Management

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' Instructor-led Introduction to Project Management course is designed to provide the foundational knowledge and tools a beginning project manager needs within the Federal Government

After taking this course participants will be able to:

- Define projects, project management, and project managers
- Identify the importance of the PMBOK and PMI
- Identify the five process groups and ten knowledge areas as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment and write goals, requirements, and deliverables
- Create key project documents, including the statement of work, project planning worksheet, and project charter
- Build a project schedule by estimating time, costs, and resources
- Understand and use the work breakdown structure
- Create project planning documents, such as a schedule, risk management plan, and communication plan
- Use planning tools, including the Gantt chart, network diagram, and RACI chart
- Establish and use baselines
- Monitor and maintain the project
- Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project

Schedule

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044

DATE	LOCATION	
6/06/24 - 6/07/24 (2 days)	Live Online Open	Contact Us
6/06/24 - 6/07/24 (2 days)	Columbia, MD Open	Contact Us
9/12/24 - 9/13/24 (2 days)	Live Online Open	Contact Us
9/12/24 - 9/13/24 (2 days)	Columbia, MD Open	Contact Us
11/18/24 - 11/19/24 (2 days)	Live Online Open	Contact Us
11/18/24 - 11/19/24 (2 days)	Columbia, MD Open	Contact Us

Course Outline

Module One: Getting Started

Module Two: Key Concepts (I)

- What is a Project?
- What is Project Management?
- What is a Project Manager?

Module Three: Key Concepts (II)

- About the Project Management Institute (PMI)
- About the Project Management Body of Knowledge (PMBOK)
- The Five Process Groups
- The Ten Knowledge Areas
- The Triple Constraint

Module Four: Initiation (I)

- Identifying Your Stakeholders
- Assessing Needs and Wants
- Setting a SMART Project Goal
- Creating Requirements and Deliverables

Module Five: Initiation

- Creating a Statement of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

Module Six: Planning (I)

- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs

Module Seven: Planning (II)

- Building the Work Breakdown Structure
- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

Module Eight: Planning Tools

- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Going the Extra Mile: Microsoft Project

Module Nine: Executing the Project

- Establishing Baselines
- Monitoring Project Progress
- Triple Constraint Reduction Methods

Module Ten: Maintaining and Controlling the Project

- Making the Most of Status Updates
- Managing Change
- Monitoring Risks

Module Eleven: Closing Out

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

Module Twelve: Wrapping Up

Exam Information

There is no exam associated with this certification. For more information about our CAPM and PMP certification exam prep courses, visit the course pages listed below:

- Certified Associate in Project Management (CAPM)
- Project Management Professional (PMP)

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Starting at **$1,095**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Introduction to Project Management**

- 3 days instructor-led training
- Introduction to Project Management 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*