



## Project Management Foundations

### Course Overview

This course introduces participants to the best practices of project management, as found in the *Guide to the Project Management Body of Knowledge (PMBOK®) Fourth Edition*. The PMBOK® is authored and maintained by the Project Management Institute, a non-profit organization that collects and disseminates project management principles and practices found to improve the performance of projects and the organizations that run them. Participants will apply all course principles to a case study taken directly from their work environment.

### Course Details

Class Duration	1 day
Course Price	\$425 per participant. Special group pricing available.
Course Materials Provided	Textbook and electronic files
PMI Course Number (for PDUs)	PPD40071

### Prerequisites

Some experience working on projects helpful, but not required.

### Instructor

Brian Salk earned a Master's Degree in Education, enabling him to create highly interactive learning experiences, tailored to the unique learning styles of individual students. He has over 20 years of corporate teaching experience, and has won the Worldwide Excellence in Training award four times in the last five years. This award recognizes extremely high student satisfaction with the training experience. He served as a contributing author and reviewer for several books, including *A Guide to the Project Management Body of Knowledge, Third Edition*, and a reviewer for *A Guide to the Project Management Body of Knowledge, Fourth Edition*. Mr. Salk also contributed content to the PMP Exam Success Series Manual, a bestselling and highly received book that prepares candidates for the exam.

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## Project Management Fundamentals Course Outline

### Lesson 1: Project Management Framework

- Basic Terms and Concepts
- Project Life Cycle and Organization
- Project Management Processes

### Lesson 2: Initiating

- Develop Project Charter

### Lesson 3: Planning

- Create a Scope Statement
- Create WBS
- Create an Activity List
- Sequence Activities
- Estimate Resource Requirements
- Estimate Activity Duration
- Create a Schedule
- Estimate Costs
- Estimate Cash Flow
- Create a Communications Management Plan
- Identify, Qualify, and Respond to Risks

### Lesson 4: Executing

- Execute the Project Plan
- Implement Rewards and Recognition Programs

### Lesson 5: Monitoring and Controlling

- Analyze Performance
- Control Scope, Time, Cost, and Quality Changes
- Use an Issues Log

### Lesson 6: Closing

- Close the Contracts
- Close the Project
- Perform a Lessons Learned

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