Course Title: Introduction To Project Management	**Course Duration**: 2.0 Days
Exam: Included	**Exam Type**: Proctored Exam
Qualification: Introduction To Project Management Certificate	

Course Syllabus

Our Introduction To Project Management training course syllabus contains the following modules:

Module 1: Introduction To Project Management

- Benefits and value of project management
- Communication as the key to project success
- Defining a project
- Defining projects, programmes, and portfolio management
- The project management process
- The phases of project management

Activity: The Way Many Projects Start – Chaos

Module 2: Initiating A Project

- Defining the initiation phase
- Linking strategic value to the project
- Business case overview
- Issue tracking
- Assumptions
- Defining the objective of a project
- Creating the objective statement (the Five “W” questions)
- Translating the statement into deliverables

Module 3: Planning The Project

What a project plan is

- The narrative planning document
- Outline of content

Stakeholders

- Defining stakeholders
- How they contribute to the development of a project plan
- Stakeholder analysis
- Stakeholder engagement plan
- Stakeholder communication plan

Creating the Work Breakdown Structure (WBS)

- Defining the WBS
- How the WBS is developed

Activity: Build the WBS for Class Project

Creating the Project Schedule

- Identify activities
- Estimate activities
- Do Now Activity: Determine Duration of Project Activities
- Sequencing activities

Activity: Sequence Project Activities (create network diagram)

- Resourcing the schedule (Identify, Allocate, Optimise)
- Finalise schedule (Determine project duration, Understand Critical Path, Refining the project to meet objectives and constraints)

Module 4: Project Risk Management

- Define risk management
- Risk identification
- Analyse probability and impacts
- Risk registers
- Plan risk responses

Activity: Develop Risk Register For Class Project

- Contingency plans
- Early warning signs

Module 5: Baselining The Plan

Change control

- Process defined
- Scaling process to fit the project

Project team guidelines

- Status meetings
- Schedule updates
- Issue and risk tracking and reporting

Other considerations

- Quality management plan
- Project procurement plan
- Getting approval to execute a plan

Activity: Team Review of Completed Project Plan

Module 6: Executing The Plan

- Defining executing/monitoring and controlling processes
- The management processes
- How to monitor and control key plan elements
- Project status reports
- Analysing data against a baseline to determine progress
- Taking corrective action to meet project constraints

Activity: Review Project Status Report and Schedule

Module 7: Project Closure

- Determining if a project is ready to close
- Transfer of project deliverable(s) to operational control
- Determining if project objectives and business value have been attained
- Conducting lessons-learned review
- Appropriate celebrations
- Building project management capabilities in organisations

Activity: Course Review and Communication of Learnings

Course Overview

Our Introduction To Project Management training course provides you with the fundamental knowledge and skills to successfully lead a project from beginning to end. You will gain hands-on project experience through a simulated project case study. This course introduces best-practice techniques and a project management skill set that can immediately improve your project management performance back on the job.

As a Project Manager you would facilitate the execution of a project, from planning and development to managing teams and stakeholders and managing time, scope, and budget. In addition, the project manager is responsible for the project's success (or failure), and success in project management depends on having a solid foundation in project management principles and practices.

Course Learning Outcomes

Our Introduction To Project Management training course offers the following outcomes:

- Leverage key project management concepts.
- Lead a project from beginning to end.
- Motivate and lead your project team.
- Implement effective project management processes.
- Develop the leadership skills needed for successfully planning, managing, and delivering projects of any size and scope.
- Test your knowledge in the end-of-course exam.
- Continue learning and face new challenges with after-course one-on-one instructor coaching.

Audience

Our Introduction To Project Management training course is beneficial for a wide range of individuals and professionals including but limited to:

- Project Managers

- Team Leaders and Supervisors
- Team Members
- Executives and Stakeholders
- Entrepreneurs and Small Business Owners
- Students and Graduates

Entry-Level Requirements

There are no entry-level requirements for our Introduction To Project Management training course.

Recommended Reading

there is no recommended reading for our Introduction To Project Management training course.

What's Included

Our Introduction To Project Management training course includes:

- Pre-reading
- Course Manuel
- Quizzes
- Exercises

Exam Information

Introduction To Project Management Exam:

- Format: Multiple Choice
- Questions: 40
- Pass Mark: 70% (28/40 correct answers)

What's Next

Our two-day PRINCE2® Foundation training course will teach you the language of PRINCE2® and become a more informed member of a project team.

Additional Information

Our Introduction To Project Management training course offers a wide range of benefits to individuals and organizations alike. Here are some key advantages of undergoing project management training:

- Enhanced Project Success
- Improved Efficiency and Productivity
- Enhanced Communication and Collaboration
- Better Risk Management
- Cost Control and Budget Management