



DIGILEAF INC.
Leading Excellence Among Fellows

Project Management Core

This course will discuss how to manage projects based on generally accepted project management best practices recognized by the Project Management Institute (PMI). Participants will obtain a more comprehensive perspective in the managing projects, the advantages and demands of implementing a project management culture.

Training Objectives:

At the end of the course, the participants will be able to:

1. Prepare plans, schedules, and budgets activities and works with the team to carry out those activities.
2. Obtain a more comprehensive perspective in the managing projects.
3. Describe the benefits of a project management approach.
4. Describe the typical life cycle of a project.
5. Identify the tools and techniques that make up project management industry best practices.
6. Understand the importance of having a project charter.
7. Develop a project plan.
8. Create a scope statement.
9. Develop a work breakdown structure (WBS).
10. Determine project resource requirements.
11. Create a project quality management plan to ensure quality deliverables.
12. Document roles and responsibilities of project team members.
13. Determine how to assign roles and responsibilities to qualified individuals.
14. Identify project risks.
15. Perform qualitative and quantitative risk analysis.
16. Perform project monitoring and control.
17. Determine how to obtain formal project acceptance.
18. Perform formal project closure.

Topics

- I. Initiating a Project
 - a) Select a Project
 - b) Create a Project Charter
- II. Planning your work
 - a) Develop a Project Plan
 - b) Create a Scope Statement
 - c) Develop a Work Breakdown Structure
- III. Developing Project Schedules, Cost Estimates and Budgets
 - a) Create an Activity List
 - b) Create a Project Network Diagram
 - c) Acquire Activity Duration Estimates
 - d) Identify the Critical Path
 - e) Develop a Project Schedule
 - f) Determine Resource Requirements
- IV. Planning Project Quality, Staffing, and Communications
 - a) Create a Quality Management Plan
 - b) Document Roles, Responsibilities, and Reporting Relationships
 - c) Assign Project Staff
 - d) Create a Communications Management Plan
- V. Analyzing Project Risks
- VI. Working the Plan
- VII. Controlling the Project
 - a) Manage Changes to Performance Baselines
 - b) Review Deliverables and Work Results
 - c) Control Project Scope Changes, Schedule
 - d) Report Project Performance
 - e) Monitor and Control Project Risk
- VIII. Closing the Project
 - a) Obtain Formal Acceptance

Duration 3 day(s)