

# PROJECT MANAGEMENT FUNDAMENTALS

## One Day Course

### INTRODUCTION

- Project definition and terminology
- Introductions
- What is a project?
- What is a project management
- Types of project
- Why do projects fail?
- What is a project methodology
- The Project Life Cycle

### INITIATION AND DEFINITION PHASE

- Project initiation and planning
- Project scope, boundaries and objectives
- Smart Targets
- Project stakeholders
- Defining critical success factors
- The project charter
- Deliverables
- Vision Statements

### PROJECT PLANNING STAGE

#### Work Breakdown Structure

- Creating a Work Breakdown Structure
- Estimating time and cost

#### Resource Identification

- Skill Matrix
- Resource identification
- Resource Costing
  - Human/Labour Resources
  - Equipment
  - Material

#### Communication Planning

- Communication planning
- Distributing Information

#### Risk Analysis Plan

- The risk register
- Why develop a risk register
- Risk impact assessment
- The time cost quality triangle

#### Project Planning and Scheduling

- Creating a Gantt Chart with tasks, relationships, summaries/phases and milestones and resource allocation
- Calculating a **Critical Path**
- Identify Critical Tasks
- Network diagram
  - EST, LST, PST, Float

### PROJECT EXECUTION AND CONTROL

- Risk Management
- Monitoring and Tracking Progress
- Corrective Actions

### PROJECT CLOSURE

- Lessons learned
- Handovers
- Project documentation
- Closing the Project