Overview

PROJECT MANAGEMENT FUNDAMENTALS COURSE (3 DAYS)
The PM Fundamentals module may be customised to suit a particular Organisation or Industry, teaching students/employees the basis of Projects and Project Management.

Intended Audience

The course is intended for students/employees working as:

- Project team members assisting Project managers for all aspects of the Project for the life of the Project
- Project team members who provide support to cross-functional teams to deliver Projects with the constraints of schedule, budget and scope
- Project team members who demonstrate knowledge and experience to apply methodologies, skill and expertise to execute Projects
- Project Controllers
- Project Planners
- Project Coordinators
- Any student interested in Projects and Project Management

Course Description

- This Program provides candidates with an overview on Project Principles and Project Management Principles based on *A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) – Fifth Edition*, Project Management Institute, Inc., 2013.
- This course is offered in preparation to further education in Project Management including the CAPM® preparation programmes.
- Three (3) Day Project Management Fundamentals Course with learning material including assessed case studies
- Individually assessed case studies

Student Pre-Requisite Experience and Learning

The student/employee needs to have limited to no Project knowledge or experience.

Synergy
projects consulting

Learning objectives

To prepare students/employees to gain knowledge of Project and Project Management Principles and to gain an understanding of Project Process Groups and Knowledge Areas. Students/employees will be provided with an overview on Project Integration and Methodologies.

Course Topics

- Introduction and overview to Process Groups and Knowledge Area Mapping
- Process Orientation, Inputs, Tools and Techniques and Outputs
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

- Identify the requirements by defining Project Scope and Stakeholders during Project Initiation and to develop a Charter for the Project
- Build a Project Team and set-up a Project Management System for the Project
- Perform Project Planning by building a schedule and budget
- Apply basic Earned Value Management Principles in managing and reporting on Project Progress
- Manage Project Risks, Issues, Decisions, Incidents and Changes
- Conduct Progress reporting and create Project reports
- Perform Project and procurement closure on the Project
- Maintain and manage project records

Student Materials Supplied

- Project Management Fundamentals Course Material
- Integrated Case Study
- Additional checklists in summary of the course content

Certification

- Successful members receive a course certificate of completion.