

# Project Management Foundations

Duration  
2 Days

Delivery Methods  
VILT, Private Group



Building a foundational knowledge of project management principles throughout your company can significantly improve organizational efficiency and effectiveness. Whether your goal is to ensure cross-functional stakeholders are using the same tools, templates, and terminology or to train new employees on standards and best practices, the Project Management Foundations course offers in-depth expertise that can accelerate your organization's speed, agility, and outcomes.

This course provides a more extensive dive into key principles of the project management lifecycle and offers actionable tools and techniques for project execution. With an additional focus on detailed project planning, including scope management, scheduling, cost estimating and budget creation, risk identification and mitigation, project monitoring, and project close, this course prepares students to quickly translate their learnings into improved productivity and efficiency within their organizational roles.

Private classes on this topic are available. We can address your organization's issues, time constraints, and save you money, too. [Contact us](#) to find out how.

## Course Objectives

- The purpose and benefits of implementing project management best practices
- Key project management terminology, frameworks, and tools
- How to use project management approaches and processes to deliver better outcomes
- The importance of interpersonal skills for engaging the project stakeholders

## Agenda

### INTRODUCTION

- Project Management Processes

### STARTING A PROJECT

- Adapting to Project Needs
- Developing a Project Charter
- Acquiring Resources
- Identifying Stakeholders and Stakeholder Roles
- Kick-Off Meeting

### PLANNING A PROJECT

- Collecting and Documenting Requirements
- Requirements Traceability Matrix
- Defining Scope
- Creating Work Breakdown Structure
- Defining Activities
- Estimating Resources and Durations
- Developing a Viable Schedule
- Sequencing Activities
- Using Leads and Lags
- Critical Path Method
- Schedule Compression
- Estimating Costs
- Estimating Documentation
- Developing a Budget
- Planning Quality
- Quality Tools (Control Charts, Flowcharts, Cause and Effect Diagrams, etc.)
- Communications Matrix
- Risk Analysis Overview
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Calculating Contingency Reserves
- Planning Procurements

## EXECUTING A PROJECT

- Acquiring (the Project Team) Resources
- Developing the Project Team
- Directing and Managing Project Work
- Managing Quality
- Managing Communications
- Managing Meetings
- Managing Stakeholder Engagement

## MONITORING AND CONTROLLING A PROJECT

- Monitoring and Controlling Project Work
- Integrated Change Control
- Validating and Controlling Scope
- Managing Cost
- Earned Value Management
- Control Quality
- Monitoring Communications
- Monitoring Risk

## CLOSING A PROJECT

- Transferring the Final Product
- Lessons Learned
- Archiving Records
- Final Report