

CONTINUING EDUCATION

COURSE OUTLINE – The Basics of Project Management

INSTRUCTOR: Varies **PHONE:** 780-539-2975
OFFICE: M105 **E-MAIL:** ce@gprc.ab.ca

PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS: Required materials will be provided in class or online.

Recommended: Project Management Institute. (2017). PMBOK® guide: A guide to the project management body of knowledge (6th ed.). Newton Square, PA: Author.

CALENDAR DESCRIPTION:

Gain an understanding of the project characteristics, along with the five Project Management Process Groups: Initiating, Planning, Executing, Monitoring and Controlling and Closing to enhance overall performance and the success of projects in any organization or industry. Discover how to integrate the ten Knowledge Area processes, tools, techniques and templates in a manner that can be readily applied in the workplace. Learn how to apply various techniques such as stakeholder analysis, work breakdown structure, scheduling, estimating, risk assessments, evaluation criteria, change control and lessons learned.

CONTACT HOURS: 21 hours

DELIVERY MODE(S): Face to Face, Video Conference, OR Online Delivery (Brightspace)

TRANSFERABILITY: N/A

GRADING CRITERIA:

This is a professional development course and students must attend a minimum of 80% of the course. If you are late by 10 minutes or more for this class, you will be marked absent.

This course is part of the Project Management Professional Development Certificate. After successful completion of individual courses, you will be awarded an Acknowledgement of Course Completion. Upon successful completion of the required courses for the professional development certificate, students may contact ce@gprc.ab.ca to request their certificate.

EVALUATION: Students must attend 80% of the course hours and complete a series of prescribed learning activities to successfully complete this course.

STUDENT RESPONSIBILITIES: Attendance and class participation.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

LEARNING OUTCOMES:

Upon successful completion of this course, learners will be able to:

- Describe the value of project management within an organization
- Explain the role of a Project Manager
- Outline the activities and factors required to initiate a project
- Apply project management best practices in planning a project, using tools and techniques such as Stakeholder Analysis, Work Breakdown Structure, Risk Response Planning
- Recognize and assess impacts of potential project changes that occur during the execution of a project
- Apply techniques used to monitor and control successful projects
- Identify and address project management challenges

COURSE CONTENT:

Module 1 – Project Fundamentals

- Value of Project Management
- Project Terminology
- The role of the Project Manager
- Project Processes
- Project Selection

Module 2 – Requirements and Planning: Project Initiation, Scope, Schedule, and Cost

- Building a Business Case and Project Charter
- Identifying and Assessing Stakeholders
- Using Requirements to Define Scope
- Building an Activity List from a Work Breakdown structure
- Creating a Schedule
- Identifying Factors Used to Build a Realistic Estimate
- Estimating the Project Budget

Module 3 – Elaborating the Plan: Quality, Resources, and Risk

- Determining the Appropriate Level of Quality
- Building a Resource Plan
- Responding to Risks

Module 4 – Finalizing the Plan: Procurement, Communications, and Stakeholders

- Procurement Basics and Evaluation Criteria
- Effective Communications
- Engaged Stakeholders

Module 5 – Delivering the Project: Execution

- Directing the Project
- Maintaining the Project Knowledgebase
- Building a Performing Team
- Keeping Stakeholders Engaged

Module 6 – In Flight: Monitoring, Controlling, and Closing the Project

- Assessing and Integrating Change
- Validating Project Scope
- Measuring Progress
- Forecasting and Corrective Actions
- Capturing Lessons Learned
- Closing the Project