

Project Management: Introduction

Course length: 1 Day

Course Description

This course teaches students basic project-management techniques, including managing time and costs. Students will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socioeconomic and organizational structure issues, and the responsibilities of a project manager. Course activities also cover defining the project scope, writing a project charter, developing a work breakdown structure, identifying time management components, describing schedule development, using mathematical analysis techniques, and assigning resources. Students will also learn how to estimate resource costs, create a capital budget, control the project costs, and compute a project's estimate at completion (EAC) and variance at completion (VAC).

Course Content

Unit 1 : Fundamentals of project management

Projects
The project management process

Unit 2 : Characteristics of a project

The project environment
The project manager
The project team

Unit 3 : Project initiation and scope planning

Project initiation
Scope planning

Unit 4 : Scope definition, verification, and change control

Scope definition
Scope verification
Scope change control

Unit 5 : Time management

Activity definition and sequencing
Activity duration

Unit 6 : Schedule development and control

Schedule development
Schedule control

Unit 7 : Resource identification and cost approximating

Resource identification
Cost approximating

Unit 8 : Budgeting and cost control

Cost budgeting
Cost control

If you have any questions about this course, please call CompuTrain at (713) 349-9186.