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## Project Management Essentials

### Description

**Essentials Course:** This **one day** introductory Project Management course will provide an introduction to the key elements that all project managers must know to be successful. This course will also introduce the project manager to Project Management Institute's (PMI) terms and processes.

**Key Tools:** The essentials course can be expanded to **two days** to provide in-depth coverage of the key tools of project management.

**Simulation:** A **third day** can be added to provide an in depth simulation using tools and methods from the prior two days. This course brings all the learning together into a practical application of project management.

**PMP Review:** A **fourth day** can be added to provide an overview and review of the material needed to complete the PMI PMP (project management professional) exam. This course will not cover in-depth PMP requirements and is not meant as the sole source of training needed to take the PMP exam.

### Learning Outcomes

Upon completion of this course you will:

- See that Project Management is easy and simple
- Understand that leading people is the key to successful project management
- Understand the purpose of the five phases of Project Management
- Be able to use the essentials of project management with their templates back on the job
- Have an awareness of the nine elements of Project Management together with their respective templates

### Materials

- A workbook will be provided and will be the main instructional document used during the course. All instructional material is the Intellectual property of Crimson Corporation.

## **Class Size**

- Minimum of twelve (12); maximum of twenty-five (25)

## **Audience**

- All industries and types of organizations
- Individuals and organizations just getting started with project management or want know more about it
- Project leaders or team members who will be working on projects

## **Prerequisites**

- No prior experience is needed to attend this course

## **Certification**

- There is no certification offered with this class

## **Key Terms**

- Project Charter
- Scope document
- Project Management roles
- Portfolio Management
- Project Management
- Project Management Office
- Stakeholders
- Work Breakdown Structure (WBS)
- Gantt Chart
- PERT/CPM
- Risk Register
- Communications Plan
- Project Budget
- Lessons Learned
- Organizational Change Management
- Brainstorming
- Problem solving
- Meeting Management
- Team Management

## **Essentials Course agenda**

## **1. Welcome/Kickoff/Overview**

- Purpose-Why are we here
- Objectives
- Session Guidelines
- Agenda Review
- LSS/DMAIC connection
- Icebreaker: Most important PM attributes

## **2. Project Management Overview**

- What is a project
- Project verses operations
- Attributes of a good project manager
- Project success tips
- Roles and Skills
- Program Management Office
- Program Framework
- Project pitfalls
- Project Management Model

## **3. Determine Goals**

- Stakeholder definition
- Project Charter
- Project Scope
- Project Goals
- Project Deliverables
- Program Organization Chart
- Project Participants – Roles & Responsibilities
- Common Mistakes

## **4. Create Enabling Plans**

- Scope
  - WBS
- Time/Schedule
  - Gantt Chart
  - PERT, CPM
- Costs
  - Financial Baseline and Reporting
- Quality
- Human Resources
- Communications
- Risks
- Procurement
- Configuration Management
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## **5. Take Action**

- Issue Tracking
- Change Control
- Meeting Management
- Team Management
- Problem Solving
- Organizational Change Management

## **6. Get Results**

- Key elements to close a project
- Lessons Learned
- Document Management
- Validate goal/benefit achievement
- Sustain the changes
- Close outstanding issues log
- Final report out

## **7. Questions/Answers**

- Reading recommendation
- Wrap Up