Course Description:
Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: You will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

Upon successful completion of this course, students will be able to:
- Identify the key processes and requirements of project management
- Initiate a project
- Plan for project risks, communication, and change control
- Manage a project
- Execute the project closeout phase

Target Student: This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course.

Prerequisites: Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, the student should have:
- An understanding of project management concepts
- A basic knowledge of Microsoft® Word and Microsoft® Excel

Course Outline	
Get Started with Project Management • Describe a project • Describe the project management life cycle • Identify the role of a project manage **Initiate a Project** • Determine the scope of a project • Identify the skills for a project team • Identify the risks to a project **Plan for Time and Cost** • Create a work breakdown structure • Sequence the activities • Create a project schedule • Determine project costs	**Plan for Project Risks, Communication and Change Control** • Analyze the risks to a project • Create a communication plan • Plan for change control **Manage a Project** • Begin project work • Execute the project plan • Track project progress • Report performance • Implement change control **Execute the Project Closeout Phase** • Close a project • Create a final report