

# Project Management 1A

*An Entry Level Course for Aspiring Project Managers*

## Overview:

Project Management 1A is a one-day course that provides an introduction to the processes, methodologies, terms, and skills, which are essential for Project Managers.

The concepts taught in this course are based on those found in the Project Management Institute's Body of Knowledge (PMBOK®). In addition, the course provides information, tools, and techniques in use by Project Management service providers.

The course was derived from the demand that students need a short primer that will help them apply the various Project Management principles to their work. The presentation has been carefully created using a logical approach and understandable language. The class incorporates lecture, discussion, exercises which allow students to begin using the principles and applying them to a real world case scenario.

## Objectives:

The course focuses on "introductory" level concepts and approach. Students will gain knowledge and have an understanding of the following:

- What is a "Project"?
- What are project success obstacles?
- What is Project Management, a Sponsor?
- What are Stakeholders?
- What exactly does a Project Manager do?
- What does it take to be an effective Project Manager?
- What are Process Groups and Knowledge Areas?
- What are the most important tools, techniques, and activities that are utilized in these areas?
- What is the next step in furthering my training and education?

## Outline:

- § Introduction to basic definitions
- § Role of the Project Sponsor
- § What is a Project Manager?
- § What "exactly" does a Project Manager do?
- § What does it take to be an effective Project Manager?
- § What and who are the Stakeholders?
- § Discussion of the five Process Groups
- § Discussion of the nine Knowledge Areas
- § Initiating Process Group
  - The Project Charter
- § Planning Process Group
  - The Project Plan
  - Scope Management
  - Scope Statement
  - Work Breakdown Structure
  - Project Schedule
  - Cost Management
  - Budgets and Earned Value
  - Quality Management
  - Triple Constraint and the RSS Matrix

- § Executing Process Group
  - Project Team Organization
  - Team Motivation
  - Communication Management
  - Procurement Management
- § Monitoring & Controlling Process Group
  - Risk Management
  - Change Control
- § Closing Process Group
  - Closing Process
- § The next step
- § Wrap Up and Questions
- § References

Cost:

Individual fee: \$325

Fee includes presentation and materials

This class is offered to groups of 15 – 20 students

Discounts offered to organizations that provide facilities

Discounts offered to organization that enroll multiple students.

**The Carlos Consulting Group**  
***A Project Management and Business Consulting Company***

Roseville, CA  
(916) 521-2520

[www.carlosconsulting.com](http://www.carlosconsulting.com)