

PROJECT MANAGEMENT PRINCIPLES COURSE CONTENTS

- Key Concepts
 - What is a project?
 - What is project management?
 - Project life cycle and processes
 - Organizational influences
 - Project management terminology
- Project Initiation
 - Project charter
 - Project scope
- Project Planning
 - What is a project management plan?
 - Requirements definition
 - Define and document assumptions and constraints
 - Developing the Work Breakdown Structure (WBS)
 - Developing the project schedule
 - Define project activities
 - Network diagrams and the Critical Path Method (CPM)
 - Estimating required resources and time
 - Calendars
 - The project team
 - Select team members
 - Define roles and responsibilities
 - Subcontracting
 - The project risks
 - Planning
 - Identification
 - Quantification
 - Developing risk responses
 - Project quality
 - Develop a quality plan
 - Define quality metrics
 - Define quality baseline
 - Developing the project budget
 - Cost estimating
 - Cost budgeting
 - Project communications
 - Analyze communications requirements
 - Developing the project plan
 - Setting baselines
 - Integrating all plans into the project plan

- Project Execution
 - Executing the planned work
 - Implementing the quality management plan
 - Developing the project team
 - Distributing the required information
 - Choosing subcontractors
- Project Monitoring and Controlling
 - Measuring the project performance
 - Earned value technique
 - Managing and verifying changes
 - Monitoring risks
 - Ensuring conformance with quality standards
 - Updating the project plan
- Project closing
 - Administrative closure
 - Contractual closure
 - Documenting lessons learned
 - Developing and distributing the project final report
 - Archiving project records
 - Measuring customer satisfaction

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