

Section 1

Unit 1

Project Management Overview

- Project Manager's Responsibilities & Commitment
- Certification Requirements & Costs
- Compensation
- Project Framework Preview

Unit 2

Tools & Templates

- Project Process Checklist
- Project Charter Template
- Project Plan Template
- Communications Templates

Unit 3

Creating a Project

- Creating a project plan and schedule in MS Project

- Creating charter and team/stakeholder matrices
- Creating Change Log
- Creating a Risk Plan

Unit 4

Managing the Project - Prepare a Project Status Deck

- Creating status deck (format, content, operating rhythm, etc.)
- Collecting Detail Status
- Presenting Summary Status
- Simulating project close-out & celebrate

Section 2

Unit 1

Project Management Process Welcome & Initiating Process Group

- What is Project Management
- What is a Process
- Initiating Process Group

Unit 2

Planning Process Group

- Developing the Project Management Plan
- Planning strategy
- Planning for desired project objectives

Unit 3

Executing Process Group and Monitoring & Controlling Process Group

- What differs between Executing and Monitoring & Controlling process groups
- Analysis and risks
- When to make changes and how

Unit 4

Closing Process Group & Farewell

- How to be aware of what should be thought of when closing a project
- Review of lessons learned and why it is important
- Review acknowledgement of all five process groups

Section 3

Unit 1

Project Integration & Scope Management

- Integration Management
- Direct & Manage Project Work
- Perform Integrated Change Control
- Scope Management
- Control Scope

Unit 2

Project Time & Cost Management

- Time Management
- Sequence Activities
- Control Schedule
- Cost Management
- Plan Cost Management

Unit 3

Project Quality, Human Resources & Communications Management

- Quality Management
- Human Resources Management
- Communications Management

Unit 4

Project Risk, Procurement & Stakeholder Management

- Risk Management
- Plan Risk Responses
- Procurement Management
- Stakeholder Management
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