



Project Management Fundamentals and Tricks

Course Description

In terms of learning the fundamentals, this world-class course replaces the four to eight classes most other PM training companies recommend. During the course of this 3-day class, students will learn real-world PM techniques, plus Tricks of the Trade® for dealing with issues that project managers face every day. In addition, students will share their real-world project experiences with other PMs in a variety of industries. It's time to learn to translate the International Standards for Project Management into real-world project management technologies and applications!

Course Objectives

Upon the completion of this course, students will be able to:

- Define and describe common project management terms
- Use a step-by-step process to manage projects faster while using fewer resources
- Avoid common pitfalls and mistakes in managing projects
- Understand and apply the PMBOK® Guide to real-world situations
- Define their role in the global project management process

Course Outline

Understanding Project Management

- What Is Project Management?
- The Project Management Life Cycle

Project Initiating

- Tricks of the Trade® for Getting Started
- Providing the Target - the Project Charter

Project Planning

- Clarifying and Defining Project Objectives - the Scope Statement
- Tricks for Obtaining a Finalized Scope of Work
- Tricks for Determining What Needs To Be Done - The Work Breakdown Structure
- Determining Who Does What - Staffing the Project with Responsibility Charts
- The Role of Team Planning
- Determining How The Project Will Be Completed - Network Diagrams, Critical Path
- The Role of the Team in Planning
- Determining How The Project Will Be Completed - Network Diagrams, Critical Path
- Determining How Long It Will Take - Estimating (Overview Only)
- The Role of the Project Manager During Estimating
- Determining How Much It Will Cost - Budgeting
- Determining When Each Part Will Be Done - Scheduling
- Adjusting Time and Cost to Any Required Objectives - Crashing and Fast Tracking
- Determining Areas of Potential Problems - Risk Management
- Gaining Buy-In
- Tricks Of The Trade® For Preventing Common Project Problem

Project Executing and Controlling

- Meeting Goals, Objectives and Deadlines - Scope Management
- What needs to be controlled - Project Control
- Common Problems During Executing
- Rules for Effective Meetings
- What Should Be Included in a Project Report - Reporting
- Preventing Padding
- Collecting Task Status
- Percent Complete
- Tricks of the Trade® for Ensuring Performance
- Improving Cooperation and Communication
- Tricks of the Trade® for Change Management

Duration & Units:

3 Days, 18 PDUs/Contact Hours

Level of Knowledge



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Beginner Intermediate Advanced

Audience:

This course is designed for project managers, team members, project offices and senior managers looking to acquire a firm grasp of specific steps in the project management process, or of the entire process from beginning to end. In addition, because this course teaches students how to apply International PM standards in the real world, it can be taken as additional prep for people looking to earn one of a number of Internationally-recognized project management certifications.

Course Benefits:

- Gain an understand of project management
- Learn project management terminology
- Understand & apply the PMBOK® Guide to real-world situations
- Apply a step-by-step process to managing projects faster while using fewer resources

Course at-a-Glance:

- 3 Days, 18 PDUs/Contact Hours
- 9 am to 4 pm daily

Other Recommended Courses:

- BA Fundamentals
- Agile Fundamentals
- 15 Attributes of the Most Successful Project Managers

continued...

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Course Outline *(continued)*

Project Closing

- Finishing the Product
- Lessons Learned
- Creating Historical Records
- Gaining Final Acceptance

Course Materials

Students will receive the following materials with the course attendance:

- Project Management Fundamentals and Tricks Student Slides
- Project Management Fundamentals and Tricks Workbook

**This course counts as credit towards an RMC Fellow's Certificate™ Program designation.*

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