



INTRODUCTION TO PROJECT MANAGEMENT COURSE SYLLABUS

CAER	Friday March 29, 2013
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COURSE DESCRIPTION:

To introduce students to the concepts and methods associated with modern project management as widely practiced across a wide variety of industries and other concerns. This class will provide instruction in project management practices related to the defining, planning, executing and delivering of project outputs. While the primary course of instruction will revolve around topics broadly outlined in the Project Management Body of Knowledge (PMBOK), other supplemental material will be provided about Six Sigma and key Project Management Institute (PMI) topics. The project management discipline is becoming an increasingly sought-after skill set in the corporate world, and those who possess a good working knowledge of it will be valued greatly as, increasingly, scarce resources require even greater management to achieve objectives.

COURSE COMPANION SITE: <http://www.ephmp.net/caer>

CLASS LECTURE PASSWORD: "ephmp03292013"

MATERIALS RECOMMENDED:

Jump (USB flash) drive
Notepad
Laptop computer (optional)

COURSE OUTLINE:

- ☐ **Section I – Project, Program & Portfolio Management – a primer**
 - ☐ Importance of Project Management
 - ☐ Organization Structures
 - ☐ Methodologies
 - ☐ Project, Program & Portfolio Management
 - ☐ Project Selection Methods
 - ☐ PM Process Groups & Knowledge Areas
 - ☐ The Triple Constraint
- ☐ **Section II – Project Initiation**
 - ☐ The Business Case
 - ☐ Stakeholder Analysis
 - ☐ The Project Charter
- ☐ **Section III – Project Planning**

- ☐ The Project Management Plan
- ☐ Project Scope Management
- ☐ Work Breakdown Structure (WBS)
- ☐ Project Time Management
- ☐ Setting Milestones
- ☐ Activity Sequencing
- ☐ Types of Activity Dependencies
- ☐ Critical Path Analysis
- ☐ Project Cost Management
- ☐ Project Quality Management
- ☐ Project Human Resource Management
- ☐ RACI Matrix
- ☐ Project Communications Management
- ☐ Project Risk Management
- ☐ Probability/Impact matrix
- ☐ Risk Registers
- ☐ Project Procurement Management
- ☐ Make or Buy Analysis
- ☐ **Section IV – Project Execution**
 - ☐ Project Integration Management
 - ☐ Conflict Management
 - ☐ Project Quality Management & Techniques
 - ☐ Project Human Resource Management
 - ☐ Finding motivation
 - ☐ Building & managing a team
 - ☐ Appropriate Communications Mechanisms
 - ☐ Team size & communications
- ☐ **Section V – Project Monitoring & Control**
 - ☐ Earned Value Management & Analysis
 - ☐ Project Scope Management
 - ☐ Project Time Management
 - ☐ Project Quality Management
 - ☐ Quality Control tools & techniques
- ☐ **Section VI – Project Closing**
 - ☐ Project Integration Management
 - ☐ Project Procurement Management
 - ☐ Conducting the close-out meeting
- ☐ **Section VII – Best Practices & Project Management Maturity**
 - ☐ What is a “best practice”?
 - ☐ Project Management Maturity
 - ☐ Key Best Practice Takeaways
 - ☐ A Final Word about the importance of Project Management



INTRODUCTION TO PROJECT MANAGEMENT

Question of the Day

What do you feel is the single biggest challenge to doing effective project management in your organization today?