

▶ **PM029 – Project Management Fundamentals**

The objective of this course is to understand the concept of project management, develop knowledge of managing different phases of the project delivery lifecycle, become familiar with the different knowledge areas, and learn the importance of communication in project management.

The course begins with an overview of project management process groups and integration. We review the role of the project manager, project strategies, and the role of the client. The remainder of the course focuses on a comprehensive lesson plan, covering the core project management processes (initiation, planning, executing, controlling, and closing). We include discussions on the project management knowledge areas including: scope management, time management, cost management, quality management, human resource management, communications management, risk management, and procurement management.

Initiation	Planning
<ul style="list-style-type: none"> ❖ Select projects ❖ Establish business objectives ❖ Describe the product ❖ Write a project charter ❖ Create project operating guidelines ❖ Create a stakeholders map ❖ Assemble a planning team 	<ul style="list-style-type: none"> ❖ Establish a communications plan ❖ Develop a statement of work ❖ Breakdown your project ❖ Develop a risk management plan ❖ Develop a reasonable schedule ❖ Estimate costs and establish a budget ❖ Develop a quality management plan ❖ Define roles and responsibilities
Executing & Controlling	Closing
<ul style="list-style-type: none"> ❖ Set up your project operations ❖ Implement configuration management ❖ Plan and hold a kick-off ❖ Motivate your team ❖ Measure performance and manage changes 	<ul style="list-style-type: none"> ❖ Obtain approvals ❖ Acknowledge team members ❖ Record lessons learned ❖ Close project files ❖ Celebrate and recognize contributions

FYI: This course is also covered within the University of Ontario Masters Qualification in Project & Portfolio Management offered in partnership with Bay3000.

Knowledge Areas: Integration, Time, Cost, Quality, Procurement, Human Resources, Communications, Risk, Scope.