

➤ PM004 – Fundamentals of Project Management
(2 Day)

Course Description

By learning essential skills needed to manage small to medium size projects and the importance of planning, you can expect to achieve more credibility by demonstrating your competency, developing achievable plans, eliciting cooperation from team members, demonstrating better control of your projects, and developing personal skills. Bay3000 material is based upon the Project Management Body of Knowledge (PMBOK®, 4th Edition) guidelines plus a large body of knowledge on best practices, tips, techniques, and templates.

Ideal for new PM's or those who want to practice some skills

Course Objectives

Upon completion of this course you will gain an understanding of:

- ✓ Concepts of Project Management
- ✓ Identifying key stakeholders, responsibilities and asking questions
- ✓ Clarify or identify realistic and achievable goals
- ✓ Documenting quality plans, standards, assurance, and controls
- ✓ Develop a work plan & schedule ensuring it aligns with objectives
- ✓ Creating an effective work breakdown structure or reusing one
- ✓ Create risk assessments and response plans to deal with uncertainties
- ✓ Monitor & revise the project plan as necessary in response to changes
- ✓ Kick off your project on the right foot by setting seeds of success
- ✓ Evaluate project results and capture lessons learned

Students will have the opportunity to practice new skills through group interaction and practice exercises. The use of a case study will enhance the learning environment.

Competencies supported: Leadership, Project Management, and Facilitation