



Project Management – the Complete Guide

Delivery:	Traditional classroom
Course No:	PMN5-110
Duration:	3 days
Credits:	21 PDUs/contact hours or 21 CPDs

Prerequisites:	None
Course Level:	Intermediate/advanced

About this course

This intensive course provides project managers and teams with the practical skills needed to effectively manage projects in a form suitable for immediate application to the workplace.

The course reviews all the topics in the latest edition of the Guide to the Project Management Body of Knowledge (*PMBOK® Guide¹ Fifth Edition*) and applies them to case study-based team exercises. However, it is not designed as a specialised exam preparation course and does not provide practice exams. All attendees are given a personal copy of the *PMBOK® Guide* and it is used in the course.

Who should attend?

Project Management – the Complete Guide is a course designed for project managers and team members with some hands on experience who wish to learn more about Project Management principles and understand current best practices.

Learning outcomes

The course covers the activities in each of the 5 processes of Project Management, namely Initialising, Planning, Executing, Controlling and Closing.

Participants will learn how to:

- Collect requirements and define scope, and manage change
- Develop a realistic schedule which meets the stakeholders' constraints
- Develop project cost estimates and control project budgets
- Prepare a project management plan
- Identify and manage risks which could impact a project
- Develop accurate and meaningful status reports
- Establish a project's quality objectives and appropriate controls and measures
- Manage project stakeholders to ensure they remain committed and supportive
- Control project suppliers and external stakeholders

¹ **Acknowledgement:** PMI, the PMI logo, PMP, CAPM, PMBOK and the PMI Registered Education Provider logo are the registered marks of the Project Management Institute, Inc.

- Build effective teams which are committed to the project goals
- Determine and acquire appropriate project resources
- Understand the social and professional responsibilities of a project manager

Learning approach

The Course Director will use a variety of interactive methods during the course, including:

- Group brainstorming and discussions
- Team exercises and presentations
- Case study problem-solving
- Suggested evening assignments and readings

Short breaks will be provided for lunch and refreshments.

Course materials provided

Each attendee will receive:

- Complete set of presentation slides
- Comprehensive reference work book
- Suggested solutions to case study exercises
- A personal copy of the *PMBOK® Guide*
- A certificate of attendance confirming PDUs (contact hours) earned

Course outline

Unit 1 Introduction

- Project Management overview
- Definitions and project life cycles
- Project Management concepts and terminology

Unit 2 Integration Management

- Project integration processes
- Project initiation
- Project charter
- Project Management Plan development
- Implementing the plan, allocating work, integrated change control, project closure

Unit 3 Scope Management

- Gathering requirements and defining scope
- Developing a Work Breakdown Structure (WBS)
- Validating scope and controlling changes

Unit 4 Time Management

- Task definition (WBS)
- Estimating methods, contingency and schedule development
- Network diagrams and critical path techniques
- Schedule compression techniques and schedule control

Unit 5 Cost Management

- Cost estimates, budgets and controls
- Earned value analysis techniques

Unit 6 Risk Management

- Identifying, prioritising and managing project risk
- Monitoring and controlling risks

Unit 7 Quality Management

- Project quality objectives and metrics
- Establishing and monitoring project QA and QC techniques

Unit 8 Procurement Management

- Planning for and selecting goods and services from external suppliers
- Administering contracts and managing suppliers

Unit 9 Human Resource Management

- PM competency model and constructive PM behaviours
- Project Organisation models, project staffing plans
- Team acquisition and development techniques

Unit 10 Communications Management

- Communications planning and status reporting
- Project closure – capturing lessons learned

Unit 11 Stakeholder Management

- Identifying and analysing stakeholders, and managing expectations
- Managing stakeholder engagement

Unit 12 Professional Responsibility

- A brief guide to the major professional responsibilities of a project manager in the workplace and the ethical conflicts that can arise from this role.

Project Management Training from PMN

Project Managers Network is a Registered Education Provider (#1467) for the Project Management Institute. All our courses offer PMI members Professional Development Units to maintain their Project Management Professional (PMP®) certification. This course offers attendees 21 PDUs/Contact Hours

Project Managers Network offers clients a variety of courses dealing with all levels of experience in Project Management. Check our web site for the latest schedule of courses.



Registered Education Provider number 1467



This course is endorsed by the Australian Institute of Project Management