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Pierpont Community & Technical College
1201 Locust Avenue
Fairmont, WV 26554

To register, visit:
www.networklearningalliance.com
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Project Management Essentials

April 17, 2008 – 8-5pm



Network Learning Alliance
An initiative of the WVHTC Foundation



PIERPONT
COMMUNITY & TECHNICAL COLLEGE
OF FAIRMONT STATE UNIVERSITY

Quality

WORKFORCE TRAINING SOLUTIONS

Project Management Essentials

Presented by: Pierpont Community & Technical College and the Network Learning Alliance

Expected Duration: 8:00 a.m.-5:00 p.m.

Contact Hours/PDU's: 8

Location: I-79 Technology Park Research Center

Date: April 17, 2008

Contact: Stephanie Pethtel 304.333.6777 spethtel@wvhtf.org or Paul Schreffler: 304.367.4920 Paul.Schreffler@fairmontstate.edu

General Description:

Structured around eight hours of training in one day, this instructor-led course presents “real-world” project management techniques that can be implemented immediately on all projects. Attendees of the PM Essentials course are exposed to the basic tenets of project management and standard PM terminology to increase their credibility with their managers, their peers, and their subordinates. In addition, attendees will learn of practical techniques to avoid the most common pitfalls in managing projects. Participants will benefit from the extensive “real world” experiences of our PMP © certified instructor who will present the course materials, lead the attendees through group exercises, and help attendees determine how to gain support for their projects each step of the way and ensure they get proper credit when projects are successfully completed.

Target Audience:

- Anyone with little or no formal project management training
- Individuals that are assigned to a project team
- Employees in a project management role in their company

Learning Objectives:

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

- Define and describe the Project Management Process for Initiating, Planning, Executing, Monitoring and Controlling, and Closing projects
- Learn what is needed to start projects on the right foot, to ensure agreement on project scope to organize, to prevent problems, and to gain and keep resources
- Learn tips and techniques for breaking down projects into manageable pieces and learn how to come up with a realistic project plan

Course Outline:

- 1.0 Understanding the Project Management Processes
- 2.0 Finalizing What is Asked of You—The Project Charter
 - 2.1 Breaking the Work into Projects
 - 2.2 Gaining, Creating and Using Historical Information
 - 2.3 Identifying and Managing Stakeholders
- 3.0 Finalized Project Objectives
 - 3.1 The Project Scope Statement
 - 3.2 Preventing Scope Creep
 - 3.3 The Work Breakdown Structure
 - 3.4 WBS Dictionary
- 4.0 Real-World Estimating and Scheduling
- 5.0 Communications Management
- 6.0 Preventing Problems Rather Than Just Dealing with Them-Risk Management
- 7.0 Key Conclusions and “Take-Aways”
 - 7.1 Common Errors That Can Ruin Your Career
 - 7.2 Nine Things That Your Boss Should Be Doing
- 8.0 What to Learn Next

Course Text:

PM Crash Course™, *Premier Edition* by Rita Mulcahy
A Revolutionary Guide to What **REALLY** Matters When Managing People
Retail Price: \$39.00

Cost: \$150 per attendee – early-bird registration paid by April 7, 2008*
\$175 per attendee – after April 7, 2008*

* Price includes lunch, materials, and course text. Group rates are available