



Mentor Source, Inc.

# Project Management JumpStart

## Course Specifications

Course number: 6101

Course length: 2 day

Software: none

## Course Description

*Project Management JumpStart* overviews the basics of project management. It provides the fundamental theories and core methodology you will need to manage projects or participate on project teams.

This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that participants must know in order to use any project management software application effectively.

**Target Student:** Students enrolling in this course should be planning to lead a small to midsized project (primary audience) or serve on a project team (secondary audience).

**Prerequisites:** None

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured minds-on and hands-on activities. Each participant will receive one text book authored by Kim Heldman, P.M.P., and current Chief Information Officer for the Colorado Department of Natural Resources. The text book includes basic project templates to aid in understanding project processes. A participant guide will also be provided to each participant with copies of all slides shown in class along with some ancillary information.



**Benefits:** Students will learn how to use project management techniques to plan, organize, monitor/control, document, and close out their projects successfully and with minimum risk.

**What's Next:** For those participants wishing to become certified in Project Management, Mentor Source, Inc. also offers a five-day course titled *PMP Exam Prep: Third Edition*.

## Performance-Based Objectives

- Discuss the phases of the Project Management Life Cycle and a project manager's role in each phase.
- List and discuss basic project success criteria and common reasons for project failure.
- List and discuss techniques for identifying requirements, planning and applying organizational skills
- Discuss techniques for successfully managing and building a strong project team including communication, negotiation and influencing skills.
- List and discuss elements of a Risk Management Plan.
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure and the Network Logic Diagram.
- Identify the Critical Path for completing a project on schedule.
- List and discuss the cost elements that should be included in a project budget.
- Discuss techniques for controlling for deviation from budgets and schedules.
- Discuss key elements of project management communications and reporting tools.
- Discuss key activities of project close-out.

## Course Content

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