

## **Project Management Basics**

### **Course Description:**

This course is designed to introduce participants to the benefits of using basic project management tools and techniques to achieve better project results and enhance your organizational performance.

Participants will walk away from the course with an enhanced understanding of how to initiate and plan a project, how to successfully capture a customer's project requirements, how to effectively engage and communicate with project stakeholders, how to build a vibrant project team and how to manage risks and quality through the project life cycle. Participants will be able to apply these principals in a collaborative environment using a case study project.

### **Course Learning Outcomes:**

Upon the completion of the course, you will be able to:

- Understand the difference between projects and operations
- Define the stages of the project life cycle
- Understand how organizations should select projects
- Define the purpose of the project charter
- Understand how to identify, categorize and manage stakeholder expectations
- Define the triple constraint
- Understand the purpose of the project management plan
- Understand how to identify and manage, risk, communications, human resources
- Understand the process of developing a project budget and schedule
- Understand the importance of capturing and storing lesson learned

### **Duration:**

2 days (15 hours)



## **Registration:**

The length and content of all Tarka Consulting Inc. courses may be tailored to your organization's unique needs. To register, please call:

Tarka Consulting Inc.  
403-402-1651  
[email@tarkaconsulting.ca](mailto:email@tarkaconsulting.ca)  
[www.tarkaconsulting.ca](http://www.tarkaconsulting.ca)

## **Detailed Learning Outcomes:**

### **Part 1: Learning Outcomes:**

Introduction of participants and outline of the course content.

### **Part 2: Project Management Fundamentals**

Detailed Learning Outcomes:

- Define a Project
- Define Progressive Elaboration
- Understand the purpose of a Project Management Office
- Understand the impact of the Triple Constraint on project quality
- Understand project life cycle

### **Part 3: Project Initiation**

Detailed Learning Outcomes:

- Understand how projects are chosen
- Identify stakeholders and develop project charter

## **Part 4: Planning & Execution**

### Detailed Learning Outcomes:

- Understand the components of a project management plan
- Understand the basic process of identifying scope
- Understand the process of developing a schedule and allocating resources
- Understand human resources
- Develop communications plan
- Understand risk management
- Understand the basics of quality in project management
- Understand how to develop a budget
- Understand the change process

## **Part 5: Closing**

### Detailed Learning Outcomes:

- Describe the generally accepted steps for closing a project
- Document how lessons learned can be captured and retrieved
- Develop a Final Project Report