**Project Management**

*The Nuts and Bolts*

**Class Description**

- This two-day class teaches participants what they need to know to successfully participate and effectively contribute as a project team member and leader.

- Participants learn the unique language of project management as well as its cornerstones, concepts, practices and principles.

- Participants explore how to define and document project requirements through clearly identifying the client and gathering information through interviews, surveys and other sources.

- Students examine at least one effective model for project planning, including the planning process, strategic project planning, and other factors that facilitate effective planning of projects.

- A critical element of project management is the team. Participants examine how to assemble the team, establish their commitment to the project, and grow as a strong project team.

- Participants explore several project management tools, such as resource utilization, the work breakdown structure, estimating techniques, scheduling, loading, and path analysis.

- Students also examine changes and how to handle them as part of the project management process.

**Class Topics**

- Overview of projects and project management

- The cornerstones, concepts, practices and principles of project management

- Project management code of ethics and professional conduct

- Planning a project

- Leading the project team

- Understanding project management processes

- Developing the mission, vision, goals, objectives and milestones for the project

- Creating a workable work breakdown structure

- Establishing and scheduling project activities and work

- Controlling the project to ensure it meets its schedule, budget and scope.

- Dealing with changes to project scope and requirements.

- Closing a project successfully and learning from how things went.

**Note:** Changes may be made in content, schedules, delivery technique, reference material, room location, price, and/or any other component of this class at any time without notice. This is necessary to continually improve the training to take into account current knowledge, practices and thinking.