



## Project Management Overview - One-Day Seminar

Program Number: PMGNOA / PDUs: 6

### 1.0 Introduction

- Seminar member introduction and overview of course material

### 2.0 Project Management Terminology

Define:

- Project management
- Project, project manager
- Project management paradigm

*Group exercise on project management terminology*

### 3.0 Organizational Structures

- Understand: The work and function of a project manager in different organizational structures
- Functional organizational structure, pure projectized organizational structure
- The project expeditor and project coordinator forms of organization
- Define the roles of the project manager and the project team

*Group exercise on using project organizational structures*

### 4.0 Selecting the Project Manager, Defining Skills

Learn:

- Coordination and integration skills
- Motivational skills
- Communication / collaboration skills
- Delegation skills
- Team leadership skills
- Key responsibilities of the project manager

*Group exercise on selecting the project manager*

### 5.0 Overview of a General Project Management Life Cycle

Define and understand:

- Initiating, planning, executing, and closeout phases

### Course Objectives:

The participant will gain an overview of a project manager's role in the project and some basic project management tools.

### Learn How to:

- Define the meaning of the term project management paradigm
- Define and discuss the four phases of the project life cycle
- Define the activities associated with each phase of the project life cycle
- Formulate a working definition of the term project manager
- Formulate a working definition of the term project
- Define the roles and responsibilities of a project manager
- Define the five organizational structures

- Project team requirements in each phase

*Group exercise on using the project life cycle*

### 6.0 The Project Planning Puzzle

Understand and define:

- The pieces of the project planning puzzle
  - Scope, Schedule, Resources, Costs, Contracts, Risks, Communication, and Quality
- The project plan
- The Triple Constraints
- The Work Breakdown Structure (WBS)

*Group exercise on developing a WBS*

### 7.0 Communicating with the Project Stakeholders

Learn how to:

- Use active listening techniques
- Break down barriers to communication
- Set up progress reporting on the project