

# Introduction to Project Management (PM101)

## **Section 01 - Introduction & Overview**

21m

Introduction & Overview  
Course Expectations  
Project Management Field  
Exercise Introduction  
What Knowledge Do You Need?  
Certification  
What Is Project Management All About?  
So How Does An Organization Attain Predictable Results?  
The Division of Skills  
Pretest Introduction

## **Section 02 - Teams & Leadership**

57m

Teams & Leadership  
Janssen's Model for Reactions to Change  
Personality Profile - 4 Approaches  
Conceptual Approach  
Spontaneous Approach  
Normative Approach  
Methodical Approach  
Team Dimensions Roles  
Creator Role  
Advancer Role  
Refiner Role  
Executor Role  
Project Manager Role  
Team Z-Process  
The P.E.P. Cycle  
Track and Field  
Five Reasons for Balancing Your Project Team:  
The Five Dysfunctions of a Team  
Absence of Trust  
Fear of Conflict  
The Changing View of Conflict  
The Five (5) Conflict Resolution Modes  
Fear of Conflict Cont.  
Lack of Commitment  
Avoidance of Accountability  
Inattention to Results  
5 Dysfunctions of a Team Exercise Introduction

## **Section 03 - Project Communication**

1h 27m

Project Communication  
Why Is Communication Important?  
With Whom Do We Communicate?  
Listening  
Channels of Communication  
Where Do We Get Understanding?  
Hallway Conversations & Lunches  
Meetings  
Basic Meeting Rules

The Communications Plan  
The Use of Collaboration Tools  
Challenger  
Challenger Conclusion  
Damage Index  
Damage to Temperature Correlation  
Temperature Chart  
How would you do the presentation differently?

## **Section 04 - Stakeholder Management**

9m

Stakeholder Management  
Who is a Stakeholder?  
Steps in Stakeholder Management  
Stakeholder Super Groups  
The People Who Oppose Your Project:  
Stakeholder Prioritization

## **Section 05 - The Basics of Project Management**

27m

The Basics of Project Management  
There are no absolutes, just generally accepted practices.  
What is Project Management?  
The Triangle  
PMBOK Guide  
Project Boundaries  
PMBOK Guide Knowledge Areas  
Every Project Should Have  
The Basic Planning Steps  
The Major Project Documents  
The Project Charter  
The Statement of Work  
The Project Management Plan  
The Project Data Sheet (PDS)  
The Reporting Information Flow

## **Section 06 - Scope and Requirements**

50m

Scope and Requirements  
The Importance of Scope & Requirements Definition  
The PMI Scope Management Framework  
Real World Best Practice  
Scope Definition  
The Work Breakdown Structure (WBS)  
What the WBS Is  
Example of WBS  
What a WBS is NOT:  
Components of the WBS  
Code of Accounts  
WBS Dictionary  
Managing Change  
What's wrong with this WBS?  
Answer Four Key Questions:  
The Fourth Question...  
Why use a WBS?  
Introduction to Displayed Thinking  
In Scope/Out Of Scope  
What is a "Requirement"?

Getting Quality Requirements  
The Use Case  
Detailed Use Cases

## **Section 07 - Developmental Methodologies**

34m

Developmental Methodologies  
Project Management & Development Methodologies  
Formality/Sequentiality  
Three Major Types  
Keys to the Waterfall Model  
The Basic Waterfall Model  
Keys to the Waterfall Model Cont.  
Waterfall Keys Challenges  
Steps in the Spiral Model  
The Spiral Development Cycle  
Advantages of the Spiral Model  
Disadvantages of the Spiral Model  
Prototyping  
Reasons to Prototype  
Dangers of Prototyping  
Agile Methodologies  
Manifesto for Agile Software Development  
XP Is Customer Focused  
Iteration 0  
XP, How Does It Work?  
Feature Cards  
The Basic Steps  
Tools For Agile Development  
Methodology Table  
Selecting A Methodology  
Developmental Methodologies Exercise Introduction

## **Section 08 - Effective Budgets & Schedules**

36m

Effective Budgets & Schedules  
The Basic Steps in Scheduling  
Sequencing  
Potential Methods for Activity Sequencing  
Finish to Start  
Start to Start  
Finish to Finish  
Start to Finish  
Network Diagram  
Resource Estimating  
Responsibility Assignment Matrix (RAM)  
Duration Estimating  
The Critical Formula  
Efficiency vs. Availability  
Project Evaluation & Review Technique (PERT)  
Stages for Budget Development:  
Estimating Techniques  
Don't Back into Your Schedule  
Critical Path Method (CPM)  
The Critical Path Method

To Decrease Your Schedule  
Brooke's Law  
Duration & Critical Path Introduction

## **Section 09 - Project Performance**

43m

Project Performance  
Remember, over budget, late, technical successes are not considered successful projects!  
What Causes Project Delays?  
Multi-Tasking  
What Behavior Do You Want?  
The Keys to Success  
Measuring Success  
A Single Scale For All Three Legs  
Introduction to Earned Value  
Earned Value Requirements  
Earned Value - Key Terms  
Cost Analysis  
Schedule Analysis  
Earned Value - Key Terms Cont.  
Forecasting - ETC  
Forecasting - EAC  
Project Performance  
EV Performance  
Performance Dashboard  
Project Graph with Results  
The Results  
Conclusions  
Earned Value Exercise Introduction

## **Section 10 - Change Management**

9m

Change Management  
Keys to Managing Change:  
Defining Change Management  
Scope Change Management  
Change Request Form  
Action Items or Issues  
Course Closure

Total Duration: 6 hrs 12 min