

## Course Specifications

### Project Management Foundation

**Course number:** ITPlanit

**Course length:** 3 days

### Registration:

**Micro Market Business Centre**  
700 Progress Avenue  
Kingston, Ontario, K7M 4W9

**Toll Free: 1-877-996-6622**  
Local: (613) 634-8125 ext. 4  
Fax: (613) 634-8130  
Email: [training@micromarket.on.ca](mailto:training@micromarket.on.ca)

**Register online:**  
[www.micromarket.on.ca](http://www.micromarket.on.ca)



## Project Management Foundation

### WHAT YOU WILL LEARN

- A structured and integrated review of the PMBOK knowledge areas
- Key concepts, terms, and principles of project management
- A very practical hands-on course with loads of exercises

### WHO SHOULD ATTEND

- Managers or IT Professionals who wish to increase their general understanding of project management.
- New and experienced project managers, as well as those with little or substantial understanding of the PMBOK.
- Project team members, project stakeholders, or project managers who require a more detailed understanding of project management

### CONTENT

Project Management Concepts & Standards  
The Project Management Institute

### Scope Management

- 4 Aspects of Scope Management
- Goal Breakdown Structure (GBS)
- Critical Success Factors (CSF)
- Work Breakdown Structure (WBS)
- Managing "Scope Creep"
- Human Resources Management
- 5 Stages of Team Dynamics
- Brain-Storming/Team-Building Exercise
- Resource Skills Matrix
- Secrets of Successful H.R. Management

### Communications Management

- Types of Communications
- Meetings -- Bloody Meetings!
- Email Management Techniques
- Creating a Communications Plan
- Practical Communications Exercise

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## Time Management

- 4 Dimensions of Time Management
- Time Estimation Techniques
- Practical Time Estimation Exercise
- Dependency Theory
- Critical Path Calculation
- Creating a Network Diagram
- Creating a Gantt Chart
- Schedule Optimization

## Cost Management

- Cost Estimation Tips and Techniques
- Practical Cost Estimation Exercise
- Assigning Resources to Tasks
- Calculating Phases and Total Project Cost

## Risk Management

- 5 Steps to Risk Management
- Identifying and Analyzing Risks
- The Top N Risk List
- Risk Matrix
- Contingency Planning
- Practical Risk Exercise

## Procurement Management

- 4 Phases of Procurement
- Procurement and the Project Life Cycle
- Adding Lag for the RFP to the Schedule
- Limits for Goods and Services

## Quality Management

- Quality Assurance vs. Quality Control
- Quality Standards

## Cause and Effect (Ishikawa) Diagrams

- Creating an Ishikawa Diagram
- Integration Management
- 3 Stages of Integration Management

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### Project Planning

- Project Execution/Tracking/Monitoring
- Change Control
- Practical Integration Exercise
- Workshop Evaluations & Next Steps

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