

Project Management

This course covers development and implementation of a project plan along with tracking and closure activities. This course implements a case study used by students to provide working exercises of the concepts and methods discussed in class.

When this class is taught in conjunction with Microsoft Project, concepts and methods are discussed, worked on in exercises, and then related back to Microsoft Project. Microsoft Project sessions include links back to the theoretical aspects of the class

Introduction

- Project Management Terms
- Projects vs. Traditional Management – issues and concerns
- The Role of a Project Manager
- What data is required to effectively manage a project

The Project Plan

- Project Stakeholders
 - Definition
 - Interview
- Scope Statement
 - Objectives
 - Alternatives
 - Selected Alternative
- Activity Definition/Descriptors
- WorkBreak Down Structures
- Three Point Estimating Approach
- Charting
 - PERT
 - Gantt
 - How/When to Use
- Project Costs/Incomes
- Project Success Criteria
- The Project Client System and How it Relates to Stakeholders

Project Implementation

- Project Tracking – Data Gathering
- Earned Value Analysis
- Variance Analysis
- Status Reporting

Closure

- The One-Minute Project
- Closure Activities
- Successful Project Closure Definition