



Course Description

Whether you are starting a new project or currently executing an existing project, this course will help participants better understand essential information and best practices that will improve project performance. This course helps project teams align on terminology, roles & responsibilities, and provides techniques for breaking project deliverables into manageable tasks.

Course Outline

Outline:

- Project and Project Management Defined
- Project roles defined: Project Sponsor, Project Manager, Project Requestor, Project Team, Stakeholders, Subject Matter Experts
- An introduction to Agile, Waterfall, and Hybrid Project Management Methodologies
- Project Management Triangle: Scope, Time, Cost
- The Five Project Phases
- Project Objectives, Deliverables, and Requirements
- Task Management and Creating a Task List

Outcomes:

- Understand project management terminology
- Know how to align stakeholders to key project management roles
- Outline project objectives, deliverables, requirements, and success metrics
- Understand how to align on project changes using the Project Management Triangle
- Develop a project task list to ensure ownership in creating deliverables