



WWW.KQEINC.COM

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Practical Project Management

Course Specifications

Course length: 4 days (32 hours)

Course Description

Whether or not your organization has a robust Project Management infrastructure in place, the need to successfully manage small to medium-sized projects will play a large role in determining its success. This course focuses on the skills required to plan and implement a project that will fulfill the stated requirements, as well as, meet time and budget constraints. You will be presented a methodology to document project requirements, identify necessary resources, identify and mitigate potential risks, schedule and track project activity, monitor and control project outcomes, and formally close projects. This course emphasizes project management basics including practical tips, tricks, and templates, to facilitate managing small to medium-size projects with a minimum investment in project management infrastructure.

Course Objective: You will become familiar with tools and techniques needed to effectively bring small to medium-sized projects in on scope, on time, and on budget.

Target Student: This course is intended for a wide range of managers and staff members who need to successfully manage small to medium-sized projects.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- plan a project and its parameters, including its scope, requirements, resources, and constraints.
- implement the project plan, which includes putting the work of the project in motion and delegating tasks, and then monitoring the progress of the project and managing changes as they arise.

Course Content

Introduction and Course Overview

Project Management Basics

What is a Project?

How Can Projects Help Me?



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A Project's Life Cycle

Selling a Project

The Role of a Project Manager

A Project Manager's Skills

Overview Project Management Process Groups

Initiating

Planning

Executing

Monitoring and Controlling

Closing

Project Planning

Project Goals (Scope)

What Really Needs To Be Done?

Charting Your Course

Project Risks

About Risks

Risk Inventory

Reducing Risks

The Work Breakdown Structure

Milestones

High Level Tasks

Work Packages

Work Package Dictionary

Activity Definition

Time Estimates

Resources Requirements



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Cost Estimates

Contingency Planning

Budget Development

Project Scheduling and Tracking

Network Diagrams

Gantt Charts

Flow Charts

Activity Sequencing Relationships

Critical Path Method

Project Monitoring and Control

Earned Value Management Basics

Cost Measures

Schedule Measures

Estimate to Completion

Estimate at Completion

Project Communications

Providing the information customized to stakeholders needs

Report Distribution

Team Communications

Team Building

Formal Communications

Informal Communications

Presentation Basics



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Project Closing

Closing Documentation

Closing Communication

Lessons Learned