COURSE SYLLABUS

Foundations of Project Management Course

This one-day course introduces standardized project management principles and best practices, equipping you with practical tools to manage projects efficiently and confidently. Through small group discussions and case study exercises, you'll learn how to apply foundational project management concepts, analyze project initiation components, evaluate risks, as well as manage project progress and closure effectively. Whether you're new to project management or looking to formalize your skills, this course will help you navigate key project challenges and improve your ability to deliver successful outcomes.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/foundations-of-project-management



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Course Outline

Module 1: Foundational Concepts

- Define a project.
- Summarize the standards for project management.
- Identify the 6 Project Management Principles that guide project managers.
- Explain how the Project Performance Domains are critical for effective delivery of project outcomes.
- Describe the different types of project approaches (predictive, adaptive, hybrid).
- Describe the five Focus Areas and how they map to the project lifecycle.

Module 2: Starting a Project

- Explain why organizations initiate projects.
- Identify key documents created at the beginning of a project (business case and project charter).
- Summarize initial actions when starting a project.
- Describe a process for effective stakeholder management.

Module 3: Project Planning

- Explain the importance of project planning for successful delivery of value.
- Describe the purpose of a project scope statement.
- Interpret information contained in a Work Breakdown Structure (WBS).

Module 4: Project Execution

- Recognize the role of the project manager in project work and delivery.
- Explain examples of project risk.
- Summarize a standard Risk Management Process.
- Recognize the two types of change on projects.
- Interpret the purpose and components of a Change Request document.

Module 5: Monitoring & Controlling a Project's Progress

- Recognize the importance of measuring a project's progress.
- Define the significance of project baselines and conducting variance analysis.
- Examine the importance of managing stakeholder expectations.

Module 6: Best Practices for Closing Out a Project

- Explain typical activities required to close out a project.
- Recognize the importance of conducting a Lessons Learned for your project.