COURSE SYLLABUS

# Project Management Essentials Course (Self-Paced)

Build a solid foundation in standardized project management using PMI's PMBOK Guide. Learn to plan, oversee, and close projects using practical tools and core performance domains.

> 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/project-management-essentials-course-self-paced




support@graduateschool.edu •
(888) 744-4723

## Course Outline

### Module 0: Orientation

- Review the course outline, learning outcomes, and the running federal case study.
- Locate the authoritative federal project management resources used throughout the course.
- Complete a pre-assessment to establish your starting baseline.

### Module 1: Foundational Concepts

- Identify environmental factors that influence project success, using the PESTLE framework.
- Distinguish projects, programs, and portfolios in the federal context.
- Explain the PMBOK® Guide Eighth Edition framework: six principles, seven performance domains (Governance, Scope, Schedule, Finance, Stakeholders, Resources, Risk), and five focus areas.
- Choose a predictive, adaptive, or hybrid development approach based on project context.

### Module 2: Initiating

- Construct a project charter that defines the business need, objective, and success criteria.
- Distinguish a charter from a scope statement and a project management plan.
- Identify and analyze stakeholders using a power-interest grid.
- Choose methods for gathering requirements, and distinguish requirements from deliverables.

### Module 3: Planning

- Define scope, assumptions, and quality metrics in a scope statement.
- Decompose scope into a work breakdown structure (WBS) and WBS dictionary.
- Build schedule and cost baselines: sequence activities, calculate the critical path, and estimate costs with contingency reserves.
- Identify and prioritize risks with a probability-and-impact matrix, and plan documentation and procurement.

### Module 4: Executing

- Run a project kickoff and balance the project constraints during execution.
- Build a communications management plan matched to audience needs.
- Choose response strategies for threats and opportunities.
- Acquire and lead the project team, using a RACI chart and the stages of team development.

### Module 5: Monitoring & Controlling

- Distinguish monitoring from controlling.
- Track project health with leading and lagging indicators and key performance indicators (KPIs).
- Compare actual performance against the scope, schedule, and cost baselines.
- Apply a formal change control process, including impact analysis and Change Control Board decisions.

### Module 6: Closing

- Complete the activities that formally close a project, including the transition of deliverables.
- Distinguish project closure from operations handoff.
- Build a closeout report and capture lessons learned that inform future projects.
- Frame a closeout briefing for a senior sponsor.

### Module 7: Course Summary

- Connect the six principles, seven performance domains, and five focus areas to the artifacts built during the course.
- Identify your next step for applying the methodology on a real project.