Project Management Essentials Course (Self-Paced)

This comprehensive class is designed to enhance participants' writing proficiency by reviewing best practices and providing tools, techniques, and the preferred style for government writing in the 21st century. Using practical writing exercises, you will discuss and practice approaches to clear, concise, effective writing that follows the Federal Plain Language guidelines, empowering you to become a stronger, more competent writer.

Group classes in Washington, DC and onsite training is available for this course.
For more information, email onsite@graduateschool.edu or visit:
https://www.graduateschool.edu/courses/project-management-essentials-online

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Course Outline

Module 1: The Standard Project Management Framework

- Understand the five process groups of project management: initiating, planning, executing, monitoring/controlling, and closing.
- Explore the ten knowledge areas outlined in PMI's PMBOK® Guide.
- Identify key roles, responsibilities, and governance structures in project management.
- Learn how process groups and knowledge areas interact throughout the project life cycle.

Module 2: Starting Off Right – Project Initiation

- Develop a project charter that defines scope, objectives, and stakeholders.
- Conduct stakeholder analysis to identify interests, influence, and engagement strategies.
- Establish high-level project requirements and success criteria.
- Assess project feasibility and alignment with organizational strategy.

Module 3: Laying Out the Project Plan

- Create a detailed project management plan integrating scope, schedule, cost, and quality.
- Develop work breakdown structures (WBS) to define deliverables and tasks.
- Plan for resources, communication, and risk management.
- Establish baselines for performance measurement.

Module 4: Project Plan Checkup – Planning for a Procurement

- Identify procurement needs and develop a procurement management plan.
- Understand contract types, solicitation processes, and vendor selection criteria.

- Integrate procurement timelines into the overall project schedule.
- Mitigate risks associated with external vendors and suppliers.

Module 5: Once Underway – Project Execution and Working with Stakeholders

- Direct and manage project work according to the approved plan.
- Engage stakeholders and manage expectations through effective communication.
- Implement quality assurance processes to ensure deliverable compliance.
- Manage project team performance and resolve issues.

Module 6: Staying the Course – Monitoring, Controlling, and Closing the Project

- Track project performance using earned value and other metrics.
- Identify variances and take corrective or preventive actions.
- Manage changes through formal change control processes.
- Close out the project by finalizing deliverables, releasing resources, and capturing lessons learned.

Module 7: Taking the Next Step – Project Management Professional (PMP) Certification Overview

- Understand the requirements and application process for PMP certification.
- Review the PMP exam content outline and preparation strategies.
- Identify resources and study tools for exam readiness.