

Project Management Fundamentals (The Practical approach)

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- *Organizing Projects for Success (Volume 1)*
- *Human Resource Skills for the Project Manager (Volume 2), and*
- *Managing the Project Team (Volume 3).*



You just have been assigned as a project manager or a key team member to a challenging research project. What would you need to start and complete a project successfully?

The research teams are comprised of groups of people with diverse skills brought together to complete complex tasks quickly and efficiently. Whether you are directing a research project, a business venture, or a complex project, your career will benefit from the mastery of project management skills.

Your success depends on your understanding of the principles and processes of Project Management. This seminar provides the fundamentals of project management framework and processes combined with practical knowledge and exercises you need to meet project objectives. Through discussion, facilitation, and practical exercises, you will understand how the nine areas of the *Project Management Body of Knowledge (PMBOK)* can be integrated and applied.

This workshop will provide a combination of basic skills for organizing, planning and scheduling a project and “Soft” skills to motivate your team members and stakeholders and develop high performance teams in a research environment.

Who Should Attend?

This course is specifically designed for individuals who are expected to help achieve project objectives and contribute actively as project managers, team members and other stakeholders.

Learning Objectives or You Will Benefit:

Develop and enhance the contributions you make to your project and organization by being able to:

- Understand project management framework, context, and processes.
- Recognize the importance of planning and various types of tasks, milestones, and schedules.
- Create a Work Breakdown Structure and a schedule with activities, durations, and interdependencies using a Critical Path Method (CPM).
- Understand the basics of PERT approach in project management
- Identify techniques to reduce overall project duration and their practical implications.
- Analyze the overall schedule to identify problems and develop practical solutions.
- Identify and quantify schedule and cost risks and develop strategies to mitigate the risks.
- Recognize the importance of Human Resource Management (HRM) in managing projects.
- Identify stakeholders (external and internal) and their roles.
- Discuss the roles and responsibilities of project manager and project sponsor.
- Discuss and analyze communication channels among project stakeholders.
- Describe various forms or organization structures with their advantages and disadvantages
- Discuss various forms of matrix structures and tips on how to make matrix system work.
- Recognize the importance and dynamics of power and politics in project management.
- Describe stages of team development and learn practical tips to build and develop high performance teams.
- Recognize the role of leader vs. manager and how it is related to the project life cycle.

INSTRUCTIONAL METHODS: Lecture, discussion, group exercises, and role-playing.