



CONTINUING EDUCATION
Course Outline

Project Management Essentials

Project success doesn't just happen - it requires careful planning and effective management skills. This course provides a broad overview of project management and equips you with the project management tools and techniques that you can use to get your projects done on time and on budget. Topics include the project management profession; project initiation; project planning; and project execution, monitoring and control. Course is based on the Project Management Body of Knowledge (PMBOK® Guide) principles.

Who Should Take This Course?

This course is for anyone who leads projects and wants to acquire hands-on skills for managing and overseeing projects and team members. This is a required course for Green River's Project Management Certificate Program and can also count towards the education requirements for the Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)® exams through the Project Management Institute, Inc.

Course Objectives

- Identify clear objectives using the SMART principle
- Describe the purpose and benefits of key project processes and outputs
- Use a Stakeholder Register and Assumption Log to identify roles and responsibilities and define assumptions and constraints
- Define Scope using a Work Breakdown Structure
- Understand how to use a WBS to plan for quality, human resources, communications and procurement
- Summarize a number of key support planning activities required to successfully plan a project
- Use a Communication Management Plan to identify communication and reporting needs
- List critical scheduling and budget estimating steps and techniques
- Describe the purpose and benefits of issue, risk and change management processes
- Identify techniques for managing and reporting project progress
- Recognize key professional project management terms

Course Info

- Length: 15 hours
- Format: Classroom lecture, discussion, and group exercise
- Prerequisite: None



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Course Content

Session 1 Topics:

- Introduction
 - The Project Management Profession
- Project Initiation: Start the Project
 - Terms & Definitions
 - Essential Steps and Outputs

Essential Steps	Essential Outputs
Define the Project	Project Charter with SMART Objectives
Identify and Analyze Stakeholders	Initial Stakeholder Register
Identify Initial Assumptions and Constraints	Assumption Log

Session 2 Topics:

- Project Planning: Organize and Prepare
 - Terms & Definitions
 - Essential Steps and Outputs

Essential Steps	Essential Outputs
Define Scope	Requirements Documentation, Scope Statement, WBS, WBS Dictionary
Plan Quality	Quality Management Plan, Quality Assurance and Quality Control
Plan Human Resources	Resource Management Plan, Project Staffing
Plan Communications	Communications Management Plan
Plan Procurements	Procurement Management Plan

Session 3 Topics:

- Project Planning: Organize and Prepare
 - Terms & Definitions
 - Essential Steps and Outputs

Essential Steps	Essential Outputs
Build a Schedule	Schedule Management Plan, Activity Definitions, Sequence Activities, Activity Durations, Schedule Baseline
Build a Budget	Cost Management Plan, Estimate Costs, Budget Baseline
Plan for Risk	Risk Management Plan, Risk Register/Risk



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Essential Steps	Essential Outputs
	Matrix, Probability Impact Matrix

Session 4 Topics:

- Project Executing: Carry Out the Work
 - Terms & Definitions
 - Essential Steps and Outputs

Essential Steps	Essential Outputs
Execute the Plan	Deliverables, Work Performance Data, Issues Log
Manage and Control Change	Change Requests
Manage Quality	Quality Audits and Inspections
Choose Vendor(s)/Award Contracts	Agreements
Develop and Manage the Team	Kick-Off Meeting, Manage Issues

- Project Monitoring & Controlling: Verify the Work
 - Terms & Definitions
 - Essential Steps and Outputs

Essential Steps	Essential Outputs
Validate Scope	Accepted Deliverables, Change Requests
Monitor Communications	Updated Communications Management Plan, Issue Log, Stakeholder Register (manage expectations), Status/Team Meetings
Manage and Report on Progress and Performance	Project Status Reports, Meeting Minutes, Report Indicators, Project Progress Report
Keep the Project Under Control	Control Scope, Schedule, Cost, Quality, Risk, Resources and Procurements
Manage Purchases and Contracts	Monitor Status, Resolve Issues

- Project Closing: Finish
 - Terms & Definitions
 - Essential Steps and Outputs

Essential Steps	Essential Outputs
Close out Purchases and Contracts	Procurement Audits, Settlements as Required
Close out the Project (or Phase)	Organizational Process Assets, Formal



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Essential Steps	Essential Outputs
	Acceptance Document, Project Notebook

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, if you need to document course hours for a certification exam, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (after Part 2 for the Project Management Certificate) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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