



## CONTINUING EDUCATION

### Course Outline

# Project Management Basics: Initiating the Project

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Discover the science and art of effective project management, and learn why 75 percent of all projects fail! Summarize the five Process Groups, 10 Knowledge Areas and 49 processes recommended for application in the *PMBOK® Guide* (Project Management Body of Knowledge). Learn about the Initiating Process Group, and discover how to develop a business case, create a Project Charter, identify and document stakeholders and effectively present a project to decision-makers.

## Who Should Take This Course?

This introductory course explains key concepts in project management and is a must for any individual directly or indirectly impacted by project management activities at both work and in life. Understanding project management is a key prerequisite to qualify for many positions where project management is a critical competency. This course will help you to better “talk the talk” and understand the project management activities that impact your job. If you are pursuing certification, you will learn about best practices from the *PMBOK® Guide*, the key source document for project management certification test questions. This is the first required course in the Project Management Certificate.

## Course Objectives

- Define project management, and identify challenges in implementing projects
- Describe the Project Management Institute (PMI)® Project Management Framework
- Explain the relationship between a Portfolio, Program and Project
- Summarize key steps in the Initiating Process Group

## Course Info

- Length: 12 hours
- Format: Classroom instruction and hands-on activities
- Prerequisite: None

## Course Content

### Define project management, and identify challenges in implementing projects

- Explain why project management is important
- Summarize the PMI® Talent Triangle
- Describe 10 key challenges that may cause projects to fail
- Identify 11 key interpersonal skills essential to a project manager’s success

### Describe the Project Management Institute (PMI)® Project Management Framework

- Explain the differences between the five Process Groups, 49 Processes and 10 Knowledge Areas
- Summarize the organization of the *PMBOK®*

- Identify key processes that occur in each process group
- Demonstrate proficiency in identifying key processes and their purposes

#### **Explain the relationship between a Portfolio, Program and Project**

- Define Portfolio, Program and Project
- Demonstrate competency by building an example Portfolio
- Describe the roles and responsibilities at each level and the purpose of a Project Management Organization (PMO)
- List key inputs that drive a project, including the Business Case and Benefits Management Plan
- Demonstrate competency by developing a Business Case

#### **Summarize key steps in the Initiating Process Group**

- Identify the purpose, and list the content of a Project Charter, Stakeholder Register and Assumption Log
- Demonstrate proficiency in developing Initiating documentation for an example project

### **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/Continuing Education Unit (CEU) Letter**

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session. You can [request a Course Completion/CEU letter online](#).

### **Certificates of Completion for Certificate Programs**

To receive a Certificate of Completion for the Project Management Certificate, you must take all six required courses; attend\* 80 percent of each course (calculated by number of sessions in each course), except the Capstone course, where 100% attendance is required; and participate in class. (Please note: Saturday sessions lasting longer than four hours will count as two sessions.) If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

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

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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. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).