Course Syllabus

Project Management Fundamentals

We are glad you have joined us for this course! Here is some information that will help you to navigate your learning platform and locate course content.

Zoom Access

Before the first live session please confirm that you can access Zoom:

1. Visit https://support.zoom.us and click on **Getting Started**.
2. The **Join** link is available 45 minutes prior to the start of each class. Please click the **Join** link and then **Download and Run Zoom**.

Course Description

This course provides participants with the knowledge, skills, and vocabulary needed to contribute to successful projects. Although this course is intended for all audiences, it will give the learner a strong foundation upon which to pursue project management certification. (Please see the section **Certified Associate of Project Management - CAPM®**)

Target Audience

This course is designed for anyone who would like to add project management skills to their current role or manage larger projects and gain more responsibility. According to the Project Management Institute, through 2030 the project management-oriented labor force is expected to grow by 25 million new jobs. https://www.pmi.org/learning/careers/talent-gap-2021

Skills/Objectives

In this course, you will learn the most important concepts in project management, including:

- Project management introduction and fundamentals
- Project coordination and integration of project activities
- Planning and managing the project scope, schedule, and budget
- Project quality and risks
- Stakeholder engagement and communication
- Managing procurement
- Leading the project team

Interested in Certification? Consider the Certified Associate of Project Management (CAPM)®
When blended with the eLearning courses in the list below, this course provides participants with the knowledge and skills needed to attain the Certified Associate in Project Management (CAPM)® certification. In addition to the classroom and eLearning hours, students will receive access to a practice exam simulator and mentors who are available to provide guidance and answer questions about the (CAPM)® curriculum.

Certificate of Completion
To get your 23-hour certificate, you must complete the 4 Bootcamp sessions (live or replay) and 11 self-paced courses listed below. If you are a Percipio user, check the CAPM channel for the 11 self-paced courses. For all other users search your learning portal by the course titles.

- Project Management Introduction (PMBOK® Sixth Edition)
- Project Fundamentals (PMBOK® Guide Sixth Edition)
- The Process Groups (PMBOK® Guide Sixth Edition)
- Project Initiation and Planning (PMBOK® Guide Sixth Edition)
- Managing Project Work (PMBOK® Guide Sixth Edition)
- Project Changes and Closing (PMBOK® Guide Sixth Edition)
- Capturing, Analyzing, and Using Project Lessons Learned
- Strategically Focused Project Management
- Plan and Define Project Scope (PMBOK® Guide Sixth Edition)
- Create Work Breakdown Structure (PMBOK® Guide Sixth Edition)
- Validate and Control Scope (PMBOK® Guide Sixth Edition)

Once you have completed all live Bootcamp sessions and the 11 self-paced courses, you can access your certificate of completion. The steps are as follows:
1. Visit https://certificaterequest.skillsoft.com/, click "Go to Certificate Request", and enter the Course Title or Course ID to locate the course.
   Course Title: Project Management Fundamentals Bootcamp
   Course ID: LLPM0017
2. Enter your completion date (date of last session) and enter 100 as your score
3. Upload a snapshot of your attendance showing all completed sessions (multiple snapshots are allowed if needed) from your Activity or Learner report within your training portal.

Certified Associate of Project Management - CAPM® Recommended eLearning Courses

Note: CAPM exam success generally requires more study hours than PMI's 23-hour minimum requirement. The recommended eLearning courses below will be helpful for additional self-study.

Series	Course Title
Project Integration (PMBOK® Guide Sixth Edition)	
	Project Initiation and Planning (PMBOK® Guide Sixth Edition)
	Managing Project Work (PMBOK® Guide Sixth Edition)
	Project Changes and Closing (PMBOK® Guide Sixth Edition)
	Capturing, Analyzing, and Using Project Lessons Learned
	Strategically Focused Project Management
Project Scope (PMBOK® Guide Sixth Edition)	
	Plan and Define Project Scope (PMBOK® Guide Sixth Edition)
	Create Work Breakdown Structure (PMBOK® Guide Sixth Edition)
	Validate and Control Scope (PMBOK® Guide Sixth Edition)
Project Schedule (PMBOK® Guide Sixth Edition)	
	Define and Sequence Activities (PMBOK® Guide Sixth Edition)
	Develop the Project Schedule (PMBOK® Guide Sixth Edition)
	Control the Project Schedule (PMBOK® Guide Sixth Edition)
Project Cost (PMBOK® Guide Sixth Edition)	
	Creating a Project Budget (PMBOK® Guide Sixth Edition)
	Keeping Your Project on Budget (PMBOK® Guide Sixth Edition)
Project Quality (PMBOK® Guide Sixth Edition)	
	Planning Quality Management (PMBOK® Guide Sixth Edition)
	Manage and Control Quality (PMBOK® Guide Sixth Edition)
	Quality Methodologies and Standards for Project Management
Resource Management (PMBOK® Guide Sixth Edition)	
	Plan and Acquire Resources (PMBOK® Guide Sixth Edition)
	Develop and Manage Resources (PMBOK® Guide Sixth Edition)
Communications (PMBOK® Guide Sixth Edition)	
	Plan and Manage Communications (PMBOK® Guide Sixth Edition)
	Monitor Project Communications (PMBOK® Guide Sixth Edition)
Project Risk (PMBOK® Guide Sixth Edition)	
	Planning Risk Management (PMBOK® Guide Sixth Edition)
	Identifying Risk (PMBOK® Guide Sixth Edition)
	Analyzing Risk (PMBOK® Guide Sixth Edition)
	Responding to Risk (PMBOK® Guide Sixth Edition)
Project Procurement (PMBOK® Guide Sixth Edition)	
	Procurement Planning (PMBOK® Guide Sixth Edition)
	Procurement Management (PMBOK® Guide Sixth Edition)
Project Stakeholders (PMBOK® Guide Sixth Edition)	
	Planning Stakeholder Engagement (PMBOK® Guide Sixth Edition)
	Managing Stakeholder Engagement (PMBOK® Guide Sixth Edition)
Project Management (PMBOK® Guide Sixth Edition)	
	Project Management Introduction (PMBOK® Sixth Edition)
	Project Fundamentals (PMBOK® Guide Sixth Edition)
	The Process Groups (PMBOK® Guide Sixth Edition)

Technical Support

We offer 24/7 support in the event that you need assistance with your learning platform. To access support, click the arrow to the right of your profile and select "Help".

Course Contact

Email the mentoring team at Skillsoft_Mentoring@skillsoft.com.

We look forward to seeing you in the classroom!