In chapters 1-4 you are introduced to the basic concepts and terminology of project management. I have outlined some of the key subjects you should cover in your studies. This list is by no means comprehensive for the quiz or the final exam, but a good starting point.

Many of these topics were covered in the lecture, but others were not. The exam will include topics from both the lecture and the reading. The exam will consist of situational questions similar to the questions we covered during Quiz 0 in class.

Chapter 1

* Definition and characteristics of a project
* Difference between portfolios, programs, and projects
* Definition of project management
* 5 process groups and the general objective of each
* 6 constraints of project management
* What is a PMO and what are some of the possible functions

Chapter 2

* Role of the Project Manager
* Organizational structure and its impact on project management: characteristics of functional, weak matrix, balanced matrix, strong matrix, and projectized organizations. Know the benefits and disadvantages of each structure
* Corporate knowledge base
* Enterprise environmental factors
* Who is a stakeholder
* Sponsor
* Project Team make up and responsibilities
* Lifecycle as it relates to cost, staffing, and risk

Chapter 3

* What are the 5 project management process groups and what happens in each process group.

Chapter 4

* What are the 6 project integration management processes, what does each one of them do, what are the inputs and outputs of each
* What is a Project Charter, what are the inputs, what does it include, and what are the outputs
* What information does the Statement of Work include
* What information does a Business Case include
* What are Enterprise Environmental Factors
* What are Organizational Process Assets
* What is Expert Judgment
* What is the Project Management Plan, what are the inputs, what baselines are included
* What is done in the Monitor and Control process group
* Change log
* What happens during the Close Project or Phase process