

# Fundamentals of Project Management

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## Online Delivery Setup

### Tools:

- Videos conferencing using Zoom.com
- Website with lectures videos and external links: <http://FPM.AcademyOfKnowledge.org>
- Google Classroom for managing assignments and quizzes

### Schedule:

The course will be delivered to the students over the span of 4 days. Each day, the online meeting will be scheduled for 4 to 4.5 hours with 2 to 3 breaks included.

### Day 1:

*10:00 AM to 2:30 PM including two breaks*

- Getting acquainted with instructor
- Pre-Course quiz
- Setting project goals
- What is a project?
- Difference between a project and a process
- Who is a project manager?
- **Assignment:** Create a plan for preparing lunch

## Day 2:

***10:00 AM to 2:30 PM including two breaks***

- What is project management?
- Project Life Cycle
  - Initiation
  - Planning
  - Execution
  - Monitoring and Control
  - Closing
- **Activity:** Create a blender – Experiences you might need

## Day 3:

***10:00 AM to 2:30 PM including two breaks***

- Project Management Knowledge Areas
- Scope Management
- Scheduling Management
- Cost Management
- Procurement Management
- **Assignment:** Create a plan for preparing a farm – Exercising with conflicting constraints

## Day 4:

***10:00 AM to 2:30 PM including two breaks***

- HR Management
- Risk Management
  - Contingency and Risk management
- Quality Management
- Communications Management
  - Project Stakeholders
- Integration Management
- End of course quiz
- **Activity:** Prepare Risk Management Plan