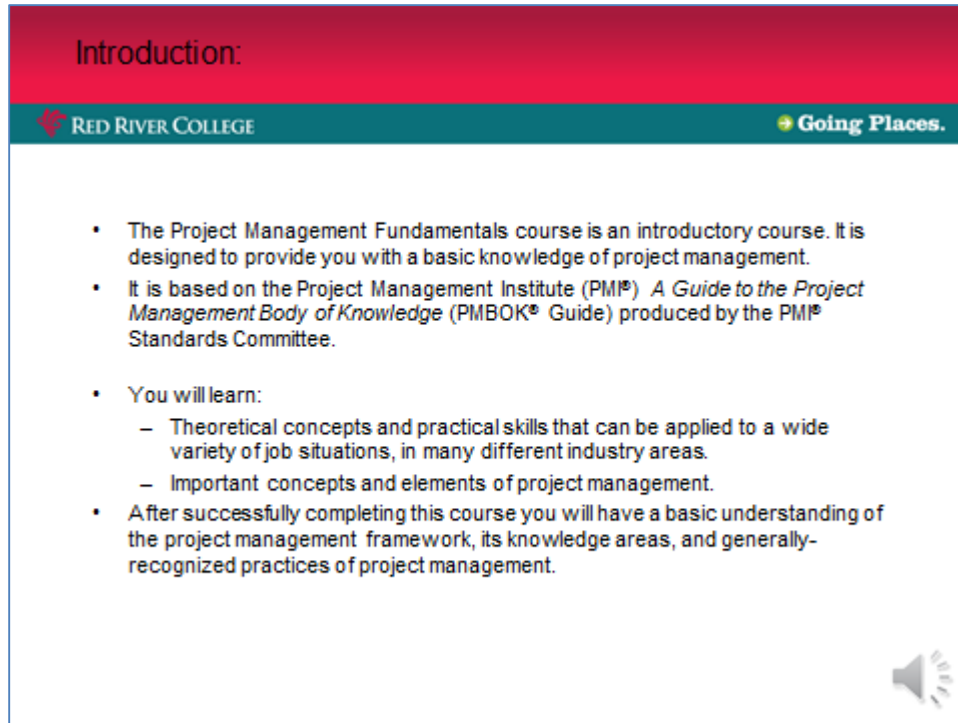


Introduction to Project Management Fundamentals

Video Companion Document

Slide 1



Introduction:

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- The Project Management Fundamentals course is an introductory course. It is designed to provide you with a basic knowledge of project management.
- It is based on the Project Management Institute (PMI®) *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide) produced by the PMI® Standards Committee.
- You will learn:
 - Theoretical concepts and practical skills that can be applied to a wide variety of job situations, in many different industry areas.
 - Important concepts and elements of project management.
- After successfully completing this course you will have a basic understanding of the project management framework, its knowledge areas, and generally-recognized practices of project management.


Welcome to the Project Management Fundamentals course. This is an introductory course designed to provide you with a basic knowledge of project management.


The knowledge included and developed in this course is based largely on the Project Management Institute (PMI®) *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide) produced by the PMI® Standards Committee. The PMBOK® Guide is a standard that describes principles that work for most projects, most of the time, in most situations across most industry areas. The PMBOK® does not cover every situation you will encounter as a Project Manager. As such, you will always be required to think creatively and apply project management principles flexibly to deal with situations the PMBOK® does not cover.

In this course you will learn theoretical concepts and you will develop practical skills that can be applied to a wide variety of job situations. The generally-accepted practices learned in this course can be applied to technical and non-technical projects, in many different industry areas. You will be introduced to many of the important concepts and elements of project management, and the framework upon which they rely. After successfully completing this course you will have a basic understanding of the project management framework, project management knowledge areas, and generally-recognized practices of project management.


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What You Will Learn:

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- You will develop a basic understanding of the generally-accepted knowledge areas and best practices of project management.
- These include:
 - terminology, processes, tools and techniques
 - project planning, execution and control in a team environment




You will develop a basic understanding of the generally-accepted knowledge areas and best practices of project management. These will help you better plan, execute, and control your projects.


You will develop a good grasp of the terminology, processes, tools and techniques used to manage projects on a day-to-day basis.

The course includes both theoretical knowledge and practical skills that project managers use to successfully manage projects.


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The Course Structure:

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- This course is delivered online using the LEARN platform. It is conducted over 11 weeks. It includes 2 tests and several assignments.
- Topics covered include:
 1. Project Management Framework
 2. Projects and People
 3. Project Integration
 4. Scope Management
 5. Time Management
 6. Cost Management
 7. Quality Management and Human Resource Management
 8. Communications Management
 9. Risk Management
 10. Procurement and Stakeholder Management



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There is a strong correlation between the topics in this course and the Knowledge Areas defined in the PMBOK®.


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Skills Required:

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- To make the most of this course, it is recommend that you have education, training, and/or experience in:
 - Verbal and written communication
 - Mathematics and problem solving
 - Management and organizations
- These are not mandatory. You can successfully complete this course without this background, but you may find it easier if you have it.




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Resources:

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- You will need access to:
 - a computer with a browser to allow you use the course materials
 - a word processor (e.g., MS Word)
 - a spreadsheet tool (e.g., MS Excel)
- A presentation tool (e.g., MS PowerPoint) may be helpful.
- Project scheduling tools (e.g., MS Project or Project Workbench) are not required for this course; however, they are very useful tools for the project manager.
- To be successful in this course, you should expect to commit 4 to 8 hours each week to study and undertake assignment work.



Since this is an online course, you will need access to a computer with a browser to allow you use the course materials.


In addition, it will be helpful to have access to a word processor (e.g., MS Word), a spreadsheet tool (e.g., MS Excel), and a presentation tool (e.g., MS PowerPoint).


Project scheduling tools (e.g., MS Project or Project Workbench) are not required for this course, and are not covered on this course; however, they are very useful tools for the project manager. If you have access to one of these more advanced tools, please feel free to use it to gain experience.

To be successful in this course, you should expect to commit 4 to 8 hours each week to study and undertake assignment work.


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The Course Syllabus:

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- This course requires that you read content from a reference textbook, as well as complete assignments, discussion board posts, and two tests.
- Please make sure you review your course outline carefully so you don't miss any important dates.
- Plan carefully at the start of the course. Understanding where you are going will help you get there successfully.




This course requires that you read content from the PMBOK® (the course reference textbook) -- as well as complete assignments, discussion board posts, and two tests.


Please make sure you review your course outline carefully so you understand how the course is delivered and so you don't miss any important dates.

Read the course outline and the course plan carefully at the start. Understanding where you are going will help you get there.


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Getting Help:

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- If you have any unanswered questions, please make sure you reach out to your course instructor for help. Good luck and have fun!



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We hope you find this course interesting and useful.

Good luck and have fun!