

# PROJECT MANAGEMENT FUNDAMENTALS

Course Code: 2868

Practice using the tools and techniques of formal project management.

A well-planned, well-managed project provides clarity, reduces risk, controls cost, and delivers value to the business.

In this course, you will learn the fundamentals and best practices of project management through hands-on, real-world exercises. Ensure that you are delivering business value by assessing a project's business case, identifying stakeholders and their relationship to your project, capturing product requirements, and establishing quality metrics to guide the development of your product and reassess the business case. Define product scope to provide clarity for project delivery and create a work breakdown structure to define project scope for the team. Manage your project within the planned budget and schedule by managing change and identifying and managing risks, assumptions, and constraints. Track the delivery of business value and close projects out cleanly.

By the end of this course, you should have gained a good understanding and experience of the core competencies that make a successful project manager.

Students pursuing a university-recognized and/or accredited certificate in Canada or continuing education units in the US must attend at least 90% of class time, participate in class exercises and section-knowledge checks, and score at least 70% on an end-of-class, multiple-choice assessment.

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**This is a BYOD course. Students should bring a PC, Mac, or tablet to class in order to access digital course materials. Students can download a copy of the course materials in their MyGK account.**

## What You'll Learn

- Articulate the relevance of core project management competences.
- Identify key project goals and assumptions and set the stage for value delivery.
- Understand how to identify stakeholders and assess how to engage with them

during the project.

- Meet stakeholder informational needs by creating an actionable communication plan.
- Articulate product scope as part of the charter.
- Become familiar with the process of eliciting and capturing requirements.
- Create the WBS and dictionary that would deliver the scope in the project charter.
- Perform a more detailed and systematic assessment of risk.
- Articulate guiding quality characteristics for the project.
- Sequence activities, create schedule, and estimate the cost of the project.
- Manage change in projects.
- Track value delivery in projects.
- Understand the basics of a project retrospective.

## Who Needs to Attend

- Anyone who is involved in, or affected by, projects or change management within an organization, including project managers, IT project managers, project coordinators, team leaders, product managers, program managers, project team members, subject matter experts, analysts, stakeholders, and senior managers who want to get more out of their project teams
- Anyone in a leadership role who will benefit from an introduction to the art and science of project management
- You should not take this course if you have taken IT Project Management or Applied Project Management. The subjects covered are the same.

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CLASSROOM LIVE

\$2,095 CAD

3 Day

## Classroom Live Outline

- 1: Match competence to scenario
- 2: Evaluate a project business case
- 3: Identify and assess stakeholders
  - Stakeholders
  - Resource management
  - Teams
- 4: Develop a communication plan
- 5: Define product scope
  - Project charter
  - Product and project scope
- 6: Decompose product scope into stakeholder requirements
  - Requirements
- 7: Create WBS and dictionary
  - Work
  - Work breakdown structure
- 8: Create risk register
  - Risk identification and management
- 9: Establish quality metrics
- 10: Create an initial schedule and budget
  - Effort and duration
  - Estimating effort
  - Level of accuracy in estimates
  - Team-based estimation
  - Scheduling

- Estimating cost

11: Review and disposition a change request

- Change management

12: Use metrics to reassess the business case

- Delivering business value

13: Close out a project

# PROJECT MANAGEMENT FUNDAMENTALS

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VIRTUAL CLASSROOM LIVE

\$3,105 CAD

3 Day

## Virtual Classroom Live Outline

- 1: Match competence to scenario
- 2: Evaluate a project business case
- 3: Identify and assess stakeholders
  - Stakeholders
  - Resource management
  - Teams
- 4: Develop a communication plan
- 5: Define product scope
  - Project charter
  - Product and project scope
- 6: Decompose product scope into stakeholder requirements
  - Requirements
- 7: Create WBS and dictionary
  - Work
  - Work breakdown structure
- 8: Create risk register
  - Risk identification and management
- 9: Establish quality metrics
- 10: Create an initial schedule and budget
  - Effort and duration
  - Estimating effort
  - Level of accuracy in estimates
  - Team-based estimation
  - Scheduling

- Estimating cost

11: Review and disposition a change request

- Change management

12: Use metrics to reassess the business case

- Delivering business value

13: Close out a project

Aug 4 - 6, 2025 | 8:30 AM - 4:30 PM EDT

Sep 15 - 17, 2025 | 8:30 AM - 4:30 PM EDT

Oct 13 - 15, 2025 | 8:30 AM - 4:30 PM EDT

Oct 20 - 22, 2025 | 11:30 AM - 7:30 PM EDT

Nov 24 - 26, 2025 | 8:30 AM - 4:30 PM EST

Dec 8 - 10, 2025 | 8:30 AM - 4:30 PM EST

Jan 12 - 14, 2026 | 8:30 AM - 4:30 PM EST

Jan 19 - 21, 2026 | 11:30 AM - 7:30 PM EST

Feb 2 - 4, 2026 | 8:30 AM - 4:30 PM EST

Mar 9 - 11, 2026 | 8:30 AM - 4:30 PM EDT



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PRIVATE GROUP TRAINING

3 Day

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