

# Project Management Level I

In this introductory course, you will learn the strategies, methods, and terminology most commonly used in project management. You'll develop a practical understanding of the five stages of project management: Initiation, Planning, Execution, Monitoring, and Closing with a focus on the first two (Initiation & Planning).

Group classes in NYC and onsite training is available for this course. For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: <https://www.careercenters.com/courses/into-project-management-courses>



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## Course Outline

### Project Fundamentals

- What is a Project?
- Characteristics of Projects
- The Project Triangle
- The Project Lifecycle
- What is a Gantt Chart?

### Project Management Methodologies

- Brief Overview of Methodologies (Waterfall, Agile, etc.)

### The Initiating Phase

- Project Identification
- Project Selection
- Project Charter
- Project Scope

### The Planning Phase

- Work Breakdown Structure (WBS)
- Task Responsibility
- Defining Activities
- Sequencing Activities
- Network Diagram
- Estimating Activity Resources

## **Resource Management In the Planning Phase**

Activity Resources

Resource-Constrained Planning

Resource Requirement Plan

Resource Utilization Plan

## **Start/Finish Times, Critical Path, and Slack**

Establishing Project Start & Completion Times

Critical Path

Total Slack

Free Slack

## **The Project Manager**

Project Manager Responsibilities

Project Managers Skills

Delegation

Managing Change