

## Project Management Essentials PJMG6206

### Course Outline

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#### Description:

A practical overview of project management that will provide you with the essential skills, tools and terminology to deliver projects on time and on budget.

This course will take you through a complete project life cycle and you will learn about the five project management process groups:

- 1 Initiating
- 2 Planning
- 3 Executing
- 4 Monitoring and Controlling
- 5 Closing

#### Course Goals:

This course is designed for individuals new to project management or for those who lack formal training. Project team members, managers, business professionals and administrative staff who need a better understanding of project management within their organizations, or are looking to utilize a project management approach to their work, will all benefit from this course.

**Course Objectives:** At the completion of this course, the student will be able to:

- Understand the basic concepts of project management
- Understand the project life cycle
- Use common project management terminology when communicating with project teams
- Write a project scope statement
- Complete a work breakdown structure
- Finalize a project plan
- Close out the project

#### Attendance Requirements:

Students are required to attend 100% of class time in order to receive a completion for this course. A grade report can be printed from myWCS.

#### Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct

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expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

## Course Schedule:

### Day One: Kicking it off

- 9:00 Introductions
- 9:30 Overview of project management
- 10:00 The project management life cycle
- 10:30 Initiation processes
- 11:30 Activity: scoping a smartwatch
- 1:00 Lunch**
- 2:00 Planning processes (part one)
- 4:30 Summary of day one

### Day Two: Heavy Lifting

- 9:00 Review of day one
- 9:30 Planning processes (part two)
- 10:00 Group activity: Develop a project plan
- 11:00 Execution processes
- 12:00 Lunch**
- 1:00 Execution case: Antar Automobile Company
- 3:00 Monitoring and controlling processes (part one)
- 4:30 Summary of day two

### Day Three: Taking it up a level

- 9:00 Monitoring and controlling processes (part two)
- 11:00 Monitoring and control exercise: risk management plan
- 12:00 Lunch**
- 1:00 Closeout processes
- 3:00 Closeout activity: creating a closeout report
- 4:00 Summary and review

## Evaluation Method:

As part of the course/instructor evaluation, a survey will be sent to you electronically by Continuing Studies. You will be asked the following questions. Please consider these throughout the course.

1. How would you rate your overall experience?
2. Please indicate your agreement with the following statements:
  - a. The course content was relevant and valuable.
  - b. The instructor conducted class sessions in an organized, well-planned manner.
  - c. The instructor explained concepts clearly.
  - d. The instructor displayed enthusiasm and energy in conducting class sessions.
  - e. The instructor made me feel comfortable in the learning environment.
  - f. The instructor encouraged my participation and interaction.