

## Project Management Basics 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

**Texts:** All materials will be supplied.

#### 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 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: Getting Started

9:00 Introductions  
9:30 Overview of project management  
10:00 Getting Started – project initiation  
10:30 Break  
10:45 Activity – project requirements  
11:15 Getting started – project planning  
12:00 Lunch  
1:00 Getting started – project planning  
1:30 Activity – project planning  
2:30 Break  
4:00 End of Day One

### Day Two: Underway and Wrapping Up

9:00 Review of Day One  
9:30 Underway – project execution  
10:15 Break  
10:30 Activity – project execution  
11:15 Underway – project monitoring and control  
12:00 Lunch  
1:00 Underway – project risk management  
2:00 Activity – project risk management  
2:45 Wrapping up – project closeout  
3:30 Course review and questions  
4:00 End of Day Two

## 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.