

Simply a Better Way to Learn!



B U S I N E S S S K I L L S

Project Management Fundamentals Level 1

Course Introduction

The Project Management Fundamentals Level 1 course combined with Level 2 is designed to provide you with a fundamental knowledge of the essentials of project management and to provide you with the requisite hours and knowledge for writing the Certified Associate in Project Management (CAPM) examination.

Upon completion of the Level 1 course, you will have a general understanding of the project management framework and all of the processes associated with the initiating and planning stages of managing a project.

Students are given the opportunity to develop, practice and apply project management skills through the review of the course and the completion of review questions and exercises throughout the course.

Course Prerequisite(s)

An introductory knowledge of Windows is recommended but not required.

Course Aim

To provide a fundamental knowledge of the essential skills of project management and how they can be applied.

Of Interest to

People working in or planning to work in project driven environments as well as people wishing to pursue the Certified Associate in Project Management (CAPM) credential from the Project Management Institute.

Course Breakdown

Introduction:

The Project Management Institute

Module 1:

What is a project?; Project Context; What is Project Management?

Module 2:

Areas of Expertise; The Knowledge Areas

Module 3:

The Project Life Cycle; The Stakeholders; Organizational Politics and Influences; Differentiating Organizational Structure; The Role of the Project Management Office

Module 4:

The Triple Constraint; Process Groups; Process Relationships; Processes and Knowledge Areas

Module 5:

Project Initiating Processes; Project Charter; Project Selection Methods; Project Management Methodology

Module 6:

Project Management Information System (PMIS); Using Expert Judgment; Using Management by Objectives (MBO); Accounting Concepts in Project Selection; Developing a Preliminary Project Scope Statement

Module 7:

Project Planning; Integration Management; Scope Management; Work Breakdown Structure

Module 8:

Time Planning; Network Diagrams; Estimating Concepts; Estimating Terms

Module 9:

Cost Management Processes; Cost Estimating Concepts; Cost Estimating Formulas; Accounting Terms Revisited



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Module 10:

Quality Management; Human Resource Management;
Conflict Management; Communications Management;
Communication Methods

Module 11:

Risk Management; Risk Identification; Risk Analysis;
Risk Response; Procurement Management

Lab Exercise

Course Notes

Course manual provided for on-going reference.

This course is an Online ILS Hybrid course and incorporates a more intensive media component than standard ILS courses. This media will be offered through ACME Pro, similar to the method for offering Academy Online courses.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.



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