

# Project Management Fundamentals

## COURSE OUTLINE

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### COURSE OBJECTIVES:

To provide aspiring project managers with an overview of the activities typically found within the project lifecycle, from project initiation to project closedown. We use a fictional project to promote discussion and learning as well as drawing on industry good practice and participants own experience.

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### COURSE PREREQUISITE (S):

None

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### COURSE OUTLINE:

#### **Day 1**

**8.30 am** - Arrival

**8.45am** – Form groups

#### **Session 1 – 9.00 -10.30**

Introduction to the case study – PCo Engineering  
Overview of the project lifecycle

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#### **Morning Tea 10.30-10.50**

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#### **Session 2 - 10.50- 12.20**

Stakeholder and Communications Management

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**Lunch 12.20 – 1.00**

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**Session 3 - 1.00 – 2.30**

The Project Management Plan  
Project planning and scheduling

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**Afternoon Tea 2.30 – 2.45**

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**Session 4 - 2.45 – 4.00**

Risks and issues workshop  
Project Monitoring and Controlling

**Session 5 – 4.00 - 5.00**

Managing changes to scope – LEGO workshop

**Optional Drinks 5.00 – 6.00**

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**Day 2**

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**Session 1 – 8.45 -10.00**

Assumptions, Dependencies, Constraints

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**Morning Tea 10.00 -10.20**

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**Session 2 – 10.20 – 12.00**

Project Governance

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**Lunch 12.00 – 12.45**

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**Sessions 3 – 12-45 – 2.00**

Project Leadership & PM Responsibilities

**Session 4 – 2.00 – 2.45**  
Commercial Management  
Project Close Out

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**Afternoon Tea 2.45 – 3.00**

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**Session 5 – 3.00 – 4.45**  
Methodologies, frameworks, tools and further learning.

**Close – 5.00**

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**COURSE LEARNING OUTCOMES:**

The Project Manager should leave the two-day course with a clear understanding of the key components of the project management lifecycle including:

- **Fundamental understanding of project planning**
  - **Fundamental understanding of risk management**
  - **Understanding of leadership vs management**
  - **A broad understanding of the various PM methodologies, common tools and industry accreditation's available**
  - **Legal & Ethical Responsibilities**
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