

HP Education Services Course Description

Project Management Fundamentals (HC577S)



This 3-day course provides the fundamental concepts, processes, and techniques to successfully manage projects. It features the exciting hands-on Race to Results Simulation that provides project management experience set in the context of motor racing. Learned project management fundamentals are immediately practiced in a multiple project team environment to maximize achievement of enterprise objectives. Lessons learned are captured and discussed relative to the participant's work environments.

Audience

- This course is intended for those who manage or expect to manage projects as part of their work and are at entry level proficiency.
- By successfully completing this course, the participant earns 22.5 educational contact hours or PDUs which may be applied to meet PMI® requirements for initial or continuing certification requirements

Prerequisites

- Some project management experience is helpful but not required. Project team experience is very desirable

Course Objective

- To gain knowledge and skills that you need to:
- Identify and implement components of the PMI® Project Management Framework (Project Cycle, Implementation Processes, and Knowledge Areas)
 - Understand, apply, and communicate project management vocabulary, framework, processes, and knowledge areas for projects
 - Develop credible project plans
 - Manage the interaction of scope, schedule, and resources throughout the project lifecycle
 - Measure, assess, and communicate project progress
 - Implement adaptive action to achieve the project plan

Benefits to You

- Project management is an HP core competency, with 3500 experienced project managers in 160 countries. You will benefit by learning that is rooted in the best practices of HP's best managers
- HP's world-class project management approach combines industry best practices with HP's experience to provide the best combination of principles and best practices. You will learn both PMI®-based principles and HP's skilled application
- You will achieve a new level of confidence in the management of your projects leading to professional recognition and increased levels of responsibility
- You will achieve better project performance and increased satisfaction among your project team

Why education services from HP?

- **One-Stop Shopping**
Project management training from industry recognized experts who bring you PMO Services, Technical IT Training and ITSM/ITIL Training. Worldwide leader in numbers of qualified PMP's
- **Global Training locations / Facilities**
State-of-the-art classroom and distance learning facilities at over 80 training locations from Seattle to Singapore that are consistent world-wide. Or setup and deliver training at your location. Localization for all major languages
- **Modular Offerings / Blended Learning**
Need work-sensitive preparation for the PMP exam, or just review a specific topic? End-to-end delivery choices - traditional ILT, webinars, self paced WBT, Books or a solution customized to meet specific needs - all available globally
- **Engaging, Effective Courseware**
World-class reference materials - real case studies, example projects, individual and group exercises, fun and engaging simulations
- **Expertise**
Highest quality, most experienced instructors who have real world hands-on project experience. Feel safe with HP's award-winning world class service

Course Title: Project Management Fundamentals

HP Product Number: HC577S

Category/Subcategory: Project Management / Basic Project Management

Course Length: 3 days - 22.5 PDUs

Level: Beginning level of proficiency

Delivery Language: Varies by location

To Order: You can order this course online at <http://www.hp.com/learn>. At the site, select a country, then chose "registration" or "Book a course" and fill out the online registration form.

Next Steps: Project Risk Management (HE536S) or other core Project Management topics leading to recognition of your knowledge and skill by passing the certification appropriate to your country or region

Next Steps: Recognize 22.5 PDUs (Professional Development Units) for your Project Management certification after completing this course

Detailed Course Outline

Define And Organize The Project

- Initiate the Project
 - Initiate the Project Organization
 - Prepare the Objective Statement
 - Validate the Objective Statement
- Define Scope Specifications
 - Validate Scope Requirements
 - Formalize Scope Requirements
- Define the Project Framework

Plan The Project

- Develop the Work Breakdown Structure
 - Prepare and Review
 - Identify and Organize the Work
 - Document the Structure
- Determine Logical Dependencies
 - Analyze the Network
 - Develop Preliminary Schedule
 - Prepare Estimates
- Manage Project Constraints
 - Assess Resource Requirements
 - Review OS constraints
 - Explore Trade-off and Document Alternative Plans
- Identify Project Risks
 - Assess Risk
 - Create Risk Management Plans
 - Manage Project Risks
- Review the Plan
 - Validate the Plan
 - Finalize the Project Plan
 - Set the Project Baseline

Manage Project Progress

- Determine Project Progress
 - Collect Status Data
 - Determine Variance from Plan
 - Analyze Variance Impact
- Plan and Take Adaptive Action
 - Plan Adaptive Action Strategies
 - Implement Adaptive Actions
 - Evaluate and Follow-up, as Required
- Report Project Status — Prepare Reports
 - Prepare Reports
 - Communicate
 - Archive Project Information
- Conduct Project Reviews
 - Schedule Reviews
 - Review the Project
 - Make Project Adjustments
- Close Out the Project
 - Perform Transition/Shutdown Activities
 - Conduct a Project Retrospective
 - Reward, Recognize and Celebrate

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