



## Fundamentals of Project Management Workshop Description - (2FPM\_v1.0)

The Fundamentals of Project Management workshop (2FPM) is a 2-day workshop that provides participants with theoretical knowledge and practical application of the \*1 Project Management Institutes (PMI®) \*2 Project Management Body of Knowledge (PMBOK®). The PMBOK® is generally regarded as the global standard in project management practices.

This workshop covers the essential building blocks required for successful project management.

The workshop includes case studies and interactive exercises to ensure that participants learn the practical application of best practice PM tools which enhance the PMBOK® theory.

### Workshop Structure

This 2-day Fundamentals of Project Management Workshop consists of a balanced mix of theory and practical application of the core competencies in project management. The participant will learn the terminology and core processes of project management as per the PMBOK®. This workshop can begin the participants' journey towards the coveted and globally recognised \*3 Project Management Professional (PMP®) certification.

### What Option Should I Choose?

This workshop is designed to up-skill the participant to the role of the project manager.

The 2-day FPM is an absolute necessity when the participant is expected to take responsibility for more than the specific technical input into a project.

The suggested pre-requisite to this workshop, if you are an engineer or subject matter expert who is, or will be a member of a project team, is the 1-day Project Management for technical experts workshop (1TPM.)

If you are required to "hit the ground running" and want a more advanced approach to successful project management, we recommend, as a follow on from this workshop, our Requirements, Scheduling and Risk workshop (3RSR.)

For advanced project managers, we recommend the Advanced Project Management Techniques (APM) workshop which is designed to build on your existing fundamental skills and accelerate your learning to improve your competence in the workplace.

### Learning Outcomes

The objective of this workshop is for each participant to be able to:

- Understand the terminology and processes of project management
- Understand the components which make up the generic life cycle of a project
- Understand the importance of stakeholder management
- Provide efficient communication with all the project stakeholders
- Understand the roles and responsibilities of the project team throughout the project lifecycle
- Understand the importance of and gain skills in requirements management
- Learn skills and techniques to decompose the project into manageable chunks
- Learn skills and techniques to determine and manage a critical path schedule
- Learn skills and techniques for time and cost estimating
- Learn skills and techniques to deal with resource management

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- Understand the importance of and gain skills in risk management
- Learn skills and techniques to negotiate the balance between time, cost, scope and quality
- Learn skills and techniques to manage change
- Learn skills and techniques to track and report status on projects
- Learn the components of an effective project closure

### Special Features

When you attend this workshop you will receive:

- A comprehensive workshop workbook including all tools and templates used during the workshop
- A certificate of completion

This workshop can be facilitated using your own project as a case study, therefore utilising best practice project management practices, tools and techniques to kick off your project.

An information gathering technique (Nominal Group Technique) is used at the conclusion of each days training to compile a prioritised list of the project management concepts, tools and techniques. This list is identified by the delegates and represents their thoughts on what they can take back to the workplace and implement into their daily work practices. This has proven to be very useful input into organisations' project management capability development programs.

### Learning Method

This workshop is instructor led with limited class size. Participants undertake practical activities to ensure understanding of concepts and terminology.

### Who is Using PMI?

The PMBOK® is used globally PMI® is represented on every continent and has chapters in virtually every major city in the world. The PMP® certification is a much sought after qualification and is regarded by many as the international project management accreditation.

### In-House Training

This workshop is available for private corporate presentation, either on your own premises or "off-site". Please contact Workgroup Management for a quotation and to discuss your requirements.

Telephone 02 8005 0419 or email [info@workgroup-aus.com](mailto:info@workgroup-aus.com)

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\*2 PMBOK® is a service and trademark of the Project Management Institute, Inc

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