



## PMI Pittsburgh Chapter – *Pro Bono* Projects Summary

### Title

“Introduction to Project Management: Processes, Tools and Techniques”

### Statement of Purpose

“The training provides introductory knowledge of the primary process and knowledge areas of applied project management, including IT project’s project scope definition, project planning, project delivery/execution, project control and project closure. The workshop is geared to pragmatic applications of project management and will provide examples of proven project management tools and techniques, templates of key forms and reports for attendees’ customization to their projects and a copy of the national standard for project management, *Guide to the Project Management Body of Knowledge*, ANSI/PMI 99-001-2000.”

### Key Elements

5 Primary Processes

Initiating, Planning, Controlling, Executing and Closing

9 Knowledge Areas

Scope, Time, Cost, Quality, Integration, Risk, Communications, Procurement, Human Resources

Conformance to National Standard for Project Management

Practical Approach – Use of Proven Techniques and Tools

Take-Aways – Templates and National Standard Provided

### Structure –

#### Introduction

Knowledge Areas

Primary Processes

Phases of Project Life Cycle

What is a project? What is a program?

Why do we do project management – benefits/liabilities

Roles of a Project Manager, Stakeholder

Project Communications Plan

Five Project Variables – Scope, Resources, Time, Quality, Cost

Organization Approaches to Managing Projects

#### Project Initiation

Integration of Primary Process Groups

Managing Expectations

Project Proposals

Project Lifecycles

#### Project Planning

Work Breakdown Structure (WBS) creation

Activity Analysis

Schedule Development

Defining Milestones and Critical Path

Risk Analysis and Assessment

Budget Development

Project Plan

Performance Metrics



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### Project Execution

- Interaction of Key processes
- Coordination of Resources and Activities
- Implementation of Project Plan
- Project Communications
- Issues Identification, Tracking and Resolution

### Project Control

- Methods of Control
- Scope Management and Change Control
- Earned Value (introductory level)
- Performance Reports
- Schedule Control
- Scope Creep
- Risk Management and Mitigation

### Project Closing

- Administrative Close Out
- Contract Close Out
- Lessons-Learned: Understanding Reasons Projects Fail

### Summary

- What we covered
- Value of Project Management
- References for further assistance

**Duration – 7 hours of Instruction Time**

**Training Content Developed and Presented as a pro bono service by the Project Management Institute (PMI) Pittsburgh Chapter, [www.pittsburghpmi.org](http://www.pittsburghpmi.org), on behalf of the PMI Educational Foundation, [www.pmi.org/pmief](http://www.pmi.org/pmief) .**