



the
Management Development
Institute

business and management education since 1981

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Project Management: Basic

Code: CT92-701

Duration: 1 day

Series: Project Management

Fundamentals of project management

Projects, Project management processes

Characteristics

Project environment
Organisational structure
Project manager, Project team

Scope

Scope management, Scope planning
Scope definition and verification
Work breakdown structure
Scope change control

Time management

Time management variable
Understanding diagrams
Activity duration, Estimating techniques
Mathematical analysis techniques

Schedule control

Purpose, Schedule adherence

Estimating costs

Fundamentals of estimating costs
Assign resources

Cost approximating

Fundamentals of cost approximating
Cost-estimating techniques

Cost budgeting

Project budgeting
Cost control
Variance analysis
Completion calculations



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By completing this course, participants will learn how to:

- ✚ Identify the features and attributes of a project. Identify the steps and variables of the project management process.
- ✚ Identify the effect of environment and the various socioeconomic and organisational influences on a project. Identify the effect of organisational structure on a project. Identify critical functions, necessary skills, responsibilities, and challenges of a project manager. Choose a project team.
- ✚ Identify the components of scope management. Determine the actions involved in scope planning. Identify the process of scope definition and verification. Develop the work breakdown structure (WBS) and the work package. Identify need for scope change control.
- ✚ Identify the components of time management and the purpose of activity definition and sequencing. Convert an activity list into a network diagram. Estimate activity duration and work effort. Estimate the project duration by using estimating techniques. Use mathematical analysis techniques for schedule development.
- ✚ Identify the purpose of schedule control. Identify the importance of schedule adherence.
- ✚ Identify the necessary project resources by using WBS and other tools. Identify ways of assigning resources to activities.
- ✚ Use WBS & historical sources to approximate project costs. Apply cost estimating techniques.
- ✚ Use capital budgeting and depreciation methods for project budgeting. Control project costs. Calculate cost and schedule variance for variance analysis. Compute a project's estimate at completion (EAC) and variance at completion (VAC).

Prerequisites: None