



## Project Management - Fundamentals

### Description

The basics of project management can help you get things done at home and at work. This course will familiarize you with the most common terms and practices of project management.

### Objectives

In this course, you will learn what a project is and what a project manager does. You will also learn about the life cycle of a project. In particular, you will focus on the conceptual phase of project management, where you identify, prioritize, and scope a project idea.

### Course Outline

How to Use This Guide

#### Session One: Course Overview

#### Session Two: Defining Projects and Project Management

#### Session Three: The Role of a Project Manager

#### Session Four: Pre-Assignment Review

#### Session Five: How Can Projects Help Me?

1. The Benefits of Projects
2. Case Study: Mary Marvellous

#### Session Six: A Project's Life Cycle

1. The Life Cycle
2. Stages of a Project

#### Session Seven: Selling a Project

1. Tom Peters
2. The Priority Matrix

#### Session Eight: Creating a Vision

1. The Vision Process
2. Making Connections

#### Session Nine: Project Goals

1. Setting Goals with SPIRIT
2. Your Project's Goals

#### Session Ten: Using a Target Chart

#### Session Eleven: Preparing Your Project



**Palomino Training Solutions**  
specialists in corporate training

P O Box 1460, Durbanville, 7551

Mobile: 082 878 1164, Facsimile: 086 515 7684

E-mail: [training@palominosa.co.za](mailto:training@palominosa.co.za), Web: [www.palominosa.co.za](http://www.palominosa.co.za)

## **Session Twelve: Laying Out the Project**

1. The Statement of Work
2. Individual SOW
3. Project Planning Worksheet

Recommended Reading List

Post-Course Assessment

Pre- and Post-Assessment Answer Keys

Personal Action Plan