Project Management Foundation

Do you want to improve the skills, techniques and tools needed to ensure extraordinary project outcomes? Would you like the flexibility to train at your own pace, location and time of your choosing?

If you answered yes to these questions, then you need IIL's PM Foundation.

PM Foundation is a 12-hour web-based, on-demand, training program that provides a comprehensive introduction to the fundamentals of project management based upon PMI®'s *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide). Dynamic and interactive, the course has an easy-to-use interface and includes a real-world video case study and exercises that run throughout the course to ensure increased retention of learning.

The course is divided into seven major parts, including the Program Introduction and Wrap Up, plus a section dedicated to each of the five Project Management process groups: Initiating, Planning, Executing, Monitoring and Controlling and Closing.

Exceptional Features

1. Highly Interactive Design

2. Intuitive navigation

3. Glossary of Terms

4. Multiplatform delivery

5. Browser-based

6. Realistic and challenging video case study

7. Job Aids

8. PMBOK® Guide Cross Reference

9. Engaging and innovative animations

10. Remembers where you left off

11. Exercises and Knowledge Checks

12. Comprehensive Bibliography

13. Frequently Asked Questions

14. Online Mastery Test

"Simply stated, PM Foundation is the best on-demand course ever developed for learning the fundamental principles and processes of project management."
- Harold Kerzner, Ph.D.

Course Outline

Initiating	Learning Objectives
• Describing the Project • Involving People • Organizing the Project • Aligning Expectations • Master Schedule	In the Initiating Module, you will learn how to: • Define and briefly describe the process of initiating a project. • Set objectives for a project. • Describe contents of a Project Charter. • Identify the project Stakeholders and their roles. • Describe the project Kick-Off process. • Identify the items on a Kick-Off agenda. • Define the functions of the project manager. • Identify the role and importance of Stakeholders.

Planning	Learning Objectives
• Basics of Planning • How the Plan Works • Defining the Product • Setting up the WBS and Responsibilities • Identifying Tasks and Procedures • Estimating and Task Duration • Scheduling & Sequencing Tasks • Assessing Risk • Compressing the Schedule	In the Planning Module, you will learn how to: • Describe the overall project planning process, its components and purpose. • Define what is meant by iterative plan refinement and why it is necessary. • Identify the purpose and requirements for the Communications Management Plan. • Describe the purpose and components of the Procurement Management Plan. • Define the purpose and components of the Quality Management Plan. • Describe the impact and nature of Scope Change. • Identify the purpose and elements of a Work Breakdown Structure • Describe the purpose and components of the Responsibility Assignment Matrix, including RACI. • Describe the nature of a task, together with how to conduct task analysis and task decomposition. • Identify the key drivers in estimating effort and duration. • Sequence tasks using dependency analysis and network diagramming. • Calculate the critical path and slack, or float. • Read and interpret a project's Gantt Chart. • Allocate and level resources to optimize the schedule. • Identify options for compressing a schedule. • Describe the importance of risk management and its component parts, including contingency reserves. • Describe the Competing Demands and how they fit within the planning process

Executing	Learning Objectives
• Professional Skills – Managing the project management plan and subcontractors • Managing People - Soft Skills	In the Executing Module, you will learn how to: • Describe the project executing process in the context of project management. • Identify the major principles and steps in subcontractor management. • Identify and handle changes in the project scope definition, budget and schedule. • Define the major principles of team development. • Identify the key principles of project communications regarding conflict resolution, problem solving and negotiation. • Describe the attributes of effective meetings.

Monitoring & Controlling	Learning Objectives
• Capturing Performance Data • Reporting • Taking Corrective Action	In the Controlling Module you will learn how to: • Describe the project control process and identify its importance and key parts. • Identify the four types of project data to be recorded and monitored. • Describe how to plan for effective status, progress and forecast reporting for project stakeholders. • Describe the Earned Value Analysis technique and the use of percentage completion reporting in project control • Identify the options for corrective action during the project's life.

Closing	Learning Objectives
• Customer Sign-Off • Turning Over the Product • Learning From Experience • Project Management 10 Knowledge Areas	In the Closing Module, you will learn how to: • Define the project acceptance process including the handling of conditional acceptance and product turnover. • Describe the importance of post-project review and the process for planning and holding it, and using its results. • Identify the need for and describe project archives • Describe the team transition process and knowledge transfer. • Define the 10 PM Knowledge Areas and their relation to the 5 Process Groups.