



This self-paced on-line course is available 24x7, worldwide, and features multimedia with voice, animation and interaction designed to keep you involved and make the learning fun!



**Attention PMP's  
Earn 10 PDU's  
at home!**

# Web-Deployed Project Management Basics

### Features Four Courses:

1. Leadership & Language
2. Analyzing, Planning & Scheduling
3. Resources, Budgets & Implementation
4. Controls, Risks, Communications & Time Management

- Each course is only 1.5 to 2.5 hours long
- Highly interactive and self-paced
- Earn PMI® "Contact Hours" to prepare for the PMP® Exam
- Earn 10 PDU's to maintain your PMP® Certification



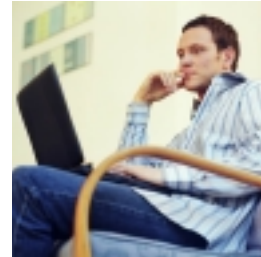
**Free Demo  
Available!**

[www.pciglobal.com](http://www.pciglobal.com)

Many of us work on or manage projects today, but have never received any formal project management training at the basic level. We are assigned project work but have not been given guidance on project management, methodology or strategy.

Speaking the language, understanding key terms and definitions and applying these tools and techniques **can be the difference between a project's success or a project's expensive failure.**

Those of us who want to learn the basic principles of effective project management don't always have the time for a class or can't get to a classroom; some learn better on their own and some people are in remote locations.



**Many of the courses currently available, assume that the learner knows the basics.** Because of this they do not include a comprehensive glossary with all the key terms and tools that can be applied immediately back on the job or details on planning and organizing a project, scheduling work or assigning work.

## Now you can get the basic training you need, when and where you want.

Learn how to work more effectively in a project management environment **without travel time or missing work -- when and where you want!**

This curriculum focuses on the **fundamental tools and skills that support effective project management.** **Universal project management concepts** and terminology are explored and **32 basic terms** and definitions are covered in-depth so graduates can "speak" a commonly shared language of project management. Also reviews **project leadership and project management skills.**

**This self-paced on-line course is available 24x7, worldwide. Features multimedia with voice, animation and interaction designed to keep you involved and make the learning fun!**

**Instead of endless test and quiz pages, each course maximizes inter-activity with down-loadable reference documents, short lessons, animated "movies" to illustrate complex points, exercises to test mastery and "click-and-drag" assignments to test application. Two cases are woven into all four courses to illustrate each lesson. A self-scoring quiz ends each course.**

### **Project Management Institute (PMI®)**

And for those who need Professional Development Units (PDU's) or contact hours for the Project Management Institute's (PMI®) Project Management Professional (PMP®) Certification--this course earns you 10 PDU's and gains you 10 contact hours!

# KEY LEARNING POINTS

## COURSE 1

### Project Management Leadership & Language:

- Why project management is a critical skill set today
- The common language of project management
- 32 key project management terms and concepts
- Action and leadership qualities of the best project managers

## COURSE 2

### Analyzing, Planning & Scheduling:

- Understand and use a four-step project management methodology
- Defining “customers”, business reasons and “deliverables”
- Define scope, activities and duration
- Methods to analyze and organize using three key visual planning tools: Network Diagram, Timeline and Work Breakdown Structure

## COURSE 3

### Resource, Budgets & Implementation:

- To make the best use of resources: people, equipment and supplies
- Control budgets and stay within budget with limited authority
- Deal with vendors and contractors
- Implement, start up and follow up - performance management

## COURSE 4

### Project Management Controls, Risks, Communications & Time Management:

- Risk management and overcoming obstacles
- Communications in projects - who? when? what medium?
- Project time management and setting priorities

## Learning Model:

### 1. Clickable Menu

A menu permits selection of any lesson -- click on the lesson for short bursts of text then enter and begin the module.

### 2. Case Study to Integrate Lessons

Students learn by working on a sample case study which is woven into all four courses.

### 3. Technology that Enhances Learning

To keep things interesting click and drag exercises, animated movies and voice over narrations are embedded into each course.

### 4. Reference Documents

Enhances the learning experience and can be downloaded and printed.

### 5. Quiz that Confirms Learning and Provides Feedback

The student can measure what they have retained. Each course is followed by a post test.

### 6. Short Lessons

Each lesson is short and can be done in chunks of time, at your convenience. This makes it easy to work into your schedule and also keeps you motivated.

### 7. Pop-up Glossary

All terms are blue lined so you can click on them for instant explanation.

### 8. Tool Kit

To download and take away for future projects.

## Recommended for:

The audience for this course includes people who are **at the start of a project management career, with no prior training in the professional skills required for successful project management.** Additionally, **people who have learned their project skills "on the job"** and have never had any formal training.

**Anyone in your company - executive, senior manager, team leader and individual contributor** who has never had any formal training in project management; who has been assigned projects to do but no project management methodology or strategy, and cannot or will not attend regularly scheduled classes.

<b>Pre-requisite:</b>	None
<b>Length:</b>	Each course 1.5 - 2.5 hours long (4 courses)
<b>PDU Credits:</b>	10
<b>CEU Credits:</b>	0.2 per course

# COURSE CONTENT

## Course #1

- Project Management - Why Now?
- Project Management Concepts
- Project Leadership/Management
- The Language of Project Leadership/Management
- Introduction to Visual Tools

## Course #2

- 4-Step Project Management Methodology
- Analyze: Set Scope and Goals
- Tools & Techniques Part 1
- Organize: Planning and Scheduling
- Planning - Task Definition
- Tools & Techniques Part 2

## Course #3

- Resources, Assignments & Budget
- Assigning Resources
- Money, Cost Analysis and Authority
- Implement and Follow-up
- Performance Management

## Course #4

- Controlling the Project
- Problem-Solving Model
- Risk Analysis
- Obstacles and Remedies
- Communications
- Project Time Management and Priorities
- Applications - Bottom-Line Tool Kit

## Technical Requirements

**Platform** Intel Pentium processor 166 MHz or higher Power Mac and iMac (Macs with PowerPC processors)

**Operating System** Windows 95, 98, NT or 2000

**Monitor** 800 x 600 resolution, 8-bit, 256-color or higher

**Memory** RAM: 32 MB of available RAM

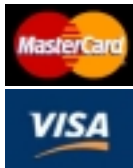
**Modem** 56.6 KBPS (recommended)

**Additional Hardware** Keyboard, Mouse, Sound Card, Speakers, Printer

**Internet Access** ISP connection, Dial-up or access software

**Supported Internet Browsers** Internet Explorer 4.x, 5.x and Netscape Navigator 4.x

**Plug-Ins** Shockwave and Flash Player plug-in for animation. Free download is available.



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