

Project Management Fundamentals

The agenda below is that of the full day workshop, we will be lucky to cover those items in bold in an hour, however, these do cover the absolute fundamentals.

You should also be aware that this is my first WiZiQ session and although it will have been prepared it may be subject to the faltering disasters of any new media.

Today, in addition to the normal duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time.

This pre-workshop is the first hour of an eight hour workshop; it's a taste; even the one day workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, the topics will familiarise you with the most common terms and the current thinking about projects.

- **Introduction and Course Overview**
- **Defining Projects and Project Management**
- **The Role of a Project Manager**
- Pre-Assignment Review
- **How Can Projects Help Me?**
- **A Project's Life Cycle**
- Selling a Project
- Creating a Vision
- Project Goals
- Using a Target Chart
- Preparing Your Project
- Laying out the Project
- Workshop Wrap-Up

You will find a quiz here

<http://www.cybertrain.org/Quiz/Project%20Management%20Overview.html>

THE PASSWORD IS **MOLE**. It was designed for the whole course, but you will get an idea both of what you have learned and what you may need to learn.