FUNDAMENTALS OF PROJECT PLANNING AND MANAGEMENT

In this course, you will learn the basics of project planning and management so you can run effective projects at work or in daily life.

Outline:

Learn how to ensure your projects run smoothly.

Projects are all around us. Virtually every organisation runs projects, either formally or informally. In this course you will learn planning principles and execution methods so your projects can be run more effectively and efficiently at work and in daily life. You'll discover the language and frameworks for scoping projects, sequencing activities, utilizing resources, and minimizing risks.

You also have the chance to earn professional development units (PDUs) as the University of Virginia Darden School of Business is approved by the Project Management Institute (PMI®).

Topics you'll cover include:
- What a project is, what it is not, and why that matters
- How projects are defined and a project's three objectives
- Models for examining a project's organization and its stakeholders
- Reasons why projects fail and how to measure success
- Key stages in the project life-cycle and the features of each
- Why we plan and how to develop a project plan and the process of scoping
- Tools that can help us identify what should be included in a project
- Sequencing project tasks and the nature of dependencies among project activities
- Determine a project's duration and critical path including scheduling and plan changes
- Identify and assess project risks, prioritize and schedule project risks
- Setting a project budget
- Identify methods that can be used in situations with high degree of ambiguity
- Execution phase of a project
- Earned value approach for monitoring and controlling progress
- How habits of individuals executing the project can impact progress
- Alternative methods for project execution: Agile, Scrum, and Kanban

Partner:

University of Virginia

Workload:

4-week course,
2 hours study per week