

Principles of Project Management

Whether you want to become a Project Manager or simply learn fundamental principles and techniques for managing projects, project management offers valuable skills. This foundation course examines the project management framework, including key terminology, project management context, project management processes, the project life cycle and organizational designs.

This course will emphasize learning the tools and techniques that are critical to the project manager's roles during the initiating process. Students will obtain hands-on practice applying project management techniques such as reviewing a Statement of Work, identifying stakeholders and conducting business case analysis. This course uses project management guidelines and standard terminology from the Project Management Institute's PMBOK® Guide – fifth edition.

Who should take this course?

This course is for emerging project managers, as well as anyone who is involved in, or affected by, projects or change management. Potential students include project managers, project coordinators, team leaders, functional managers, product managers, program managers, project team members, subject matter experts, stakeholders, analysts and senior managers in any industry. This is a required course for the Bellevue College Project Management Certificate and can also count towards the education requirements needed to sit for the PMP® exam.

Course Objectives

- Describe the key concepts and terminology utilized by the Project Management Institute (PMI).
- Identify the purpose, benefits and key project outputs for each of the project management process groups (initiation, planning, execution, monitor and controlling and closing).
- Use key tools and techniques to help initiate a project successfully.
- Identify the common project management organization designs, influences and authority levels that a project manager must navigate when managing a project.

Course Details

- Length: 12 hours
- Classroom Type: Lecture
- Prerequisites: None

The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.

Course Contents

Describe the key concepts and terminology utilized by the Project Management Institute (PMI).

- Discuss how the PMI and PMBOK add value to an organization.
- Define project management fundamentals.
- Distinguish between a project and operational work.
- Identify key project manager technical and leadership skills, roles and responsibilities.
- Discuss why a project is initiated.

Identify the purpose, benefits, and key project outputs for each of the project management process groups (initiation, planning, execution, monitor and controlling, and closing).

- Identify the project management processes for the five Project Management Process Groups and the nine Project Management Knowledge Areas.
- Identify the different project management planning deliverables and their related benefits.
- Validate how real life, everyday projects are covered by the PMI process groups.

Use key tools and techniques to help initiate a project successfully.

- Recognize the importance of the Statement of Work (SOW).
- Recognize the importance of the business case to your project.
- Write a charter using the SMART principle and a template.
- Identify the key elements of developing the initial scope statement.
- Use the power and interest grid to map and rank identified stakeholders.
- Identify stakeholder communication needs and other requirements.
- Present a pitch or “sound bite” to a stakeholder that justifies your project.

Identify the common project management organization designs, influences, and authority levels that a project manager must navigate when managing a project.

- Identify the four types of organizational influences.
- Compare the different types of organizational influences.
- Identify the potential benefits and challenges of each organizational influence.