

## Learning Objectives:

After studying this course, you will be able to:

1. Recognize what project management is and the steps involved in managing a project.
2. Define what the PMI is and what they do.
3. Identify attributes of an effective project manager and project teams.
4. Recognize key components of planning and controlling a project, such as responsibilities, schedules, and performance.
5. Identify the purpose of project scorecard metrics.
6. Recognize the relationship between project phases and project life cycle.
7. Identify the documents and roadmaps used during a project.
8. Understand when stakeholders have the greatest influence on a project.
9. Recognize key aspects of the work breakdown structure (WBS) for planning a project.
10. Identify key terms and tools used in project scheduling.
11. Recognize the PERT/COST and the Critical Path Method (CPM).
12. Recognize the concept of *crashing*.
13. Recognize the characteristics of a project control system
14. Identify what the project reviews should do.
15. Recognize budgeting aspects of the project management process
16. Calculate variances using the earned value analysis.
17. Recognize how project costs can be analyzed using EVA.
18. Recognize where major project costs occur and why a life-cycle costing approach is appropriate for project costing.
19. Identify the target costing process for a new product.
20. Identify types of capital budgeting decisions.
21. Recognize several techniques for evaluating projects.
22. Recognize how the time value of money affects project costs.
23. Identify the effect of Modified Accelerated Cost Recovery System (MACRS) on capital budgeting decisions.

24. Identify the goal of project risk management.
25. Recognize some risk analysis tools for project management.
26. Recognize key documents and reports used in project management communications.