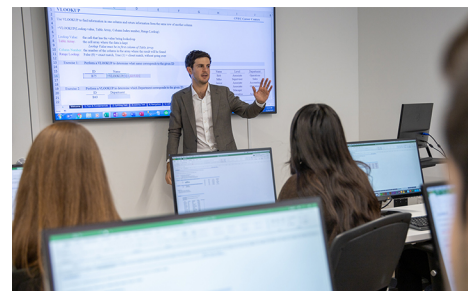


# Project Management Bootcamp

This two-day bootcamp will cover an overview of project management theories and students will dig deeper into project management concepts. Package includes our beginner and advanced Project Management classes at a 15% discount.

**Group classes in NYC and on-site training is available for this course.**

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/project-management-bootcamp](https://careercenters.com/courses/project-management-bootcamp)



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## Course Outline

This package includes these courses

- Intro to Project Management
- Advanced Project Management

## Intro to Project Management

### Theories and Methods

Understand project management methodologies and tools

### Initiation Phase

- Defining the details of a project charter
- Creating a business case

### Planning Phase

- Identify needs
- Develop a timeline
- Budget costs
- Establish a communication plan
- S.M.A.R.T. and C.L.E.A.R. Goals
- Identify risks and mitigate challenges

### Execution Phase

- Lead the team
- Maintain schedule
- Track the budget
- Evaluate quality

### Monitoring Phase

- Report progress and manage stakeholders
- Monitor ongoing project tasks including risks, schedule, budget, work quality and resources

## **Closing Phase**

Finish project and transfer deliverables; lessons learned

Capstone Project

# **Advanced Project Management**

## **Initiation**

- Initiation phase overview
- Review of the five phases of a project
- Core tasks for defining a project
- Things to consider before starting a project

## **Planning**

- Planning phase overview
- Choosing a project
- Planning and prioritizing a project
- Project planning guidelines

## **Execution**

- Execution phase overview
- Beginning a project
- Tips for effective implementation
- Stakeholders and human capital
- Delegating tasks and communicating expectations
- Assessing project status and foreseeing future challenges
- Completing daily tasks and dealing with issues
- Managing progress and timeline adjustments
- Project execution guidelines

## **Monitoring**

- Monitoring phase overview
- Key Performance Indicators
- Evaluating progress
- Setting baseline performance measures
- Understanding and correcting variances
- Assessing work quality
- Setting quality assurance procedures
- Monitoring risks and changes
- Project monitoring guidelines

## **Closing**

- Closing phase overview
- Obstacles in the closing phase
- Evaluating project performance

- Managing uncertainty and unexpected challenges
- Final reports and managing records
- Project closing guidelines