

## NON-DEGREE

### INTRODUCTION TO PROJECT MANAGEMENT



Introduction to Project Management at Wentworth Institute of Technology is designed to give you the fundamentals of Project Management as it applies to industries within the built environment, including but not limited to, leading construction, electrical, engineering, and architecture projects. Through seven interactive online modules, you will gain the tools to plan, implement, and manage projects during the entire life cycle.

#### What you learn:

- Introduction to Project Management
- Phases of Project Management
- Project Planning, Budgets, and Risks
- Project Teamwork
- Project Monitoring and Control
- Project Close-out
- Project Presentations

#### Format

Online | Self-Paced | Interactive

Students complete a sequence of online modules at their own pace, as their schedule permits. Each module may include assigned readings or media, online quizzes, discussion boards, and more. The instructor will guide you through the course, provide feedback, and assessments of your learning.

#### Time Commitment

7 Weeks | 35 Hours

You can expect to commit up to approximately five (5) hours per week on readings, exercises, and assignments. Students have up to ten (10) weeks to complete the workshop.

#### Credentials Awarded

Upon completion of the course, you will earn 3.5 Continuing Education Units (CEUs) and a Wentworth verified digital credential/certificate of completion to showcase on their resume and online channels. A CEU is not an academic credit; however, it is a nationally recognized standard of documenting the successful completion of non-degree professional training. One CEU is equivalent to ten instructional hours.

#### Instructor

[Cindy Stevens](#), Ph.D., Professor, Business Management, School of Management

## Module Overview

Students complete a sequence of online modules at their own pace, as their schedule permits. Each module may include assigned readings or media, online quizzes, discussion boards, and more. The instructor will guide you through the course, provide feedback, and assessments of your learning.

### Module 1 | Introduction to Project Management

This module is designed as an Introduction to Project Management. This module will introduce key project management phases, lay a foundation for the remaining modules, and guide you to finalize a workshop project assignment. In this week's module you will learn the definition of a project and its attributes. You will also gain a general overview of the life cycle of a project and key constraints within with a project that must be managed.

Learning Outcomes:

- Explain project management.
- Distinguish what a project is and list its attributes.
- Define what is meant by project deliverable.
- Summarize project constraints.
- Describe the phases of the project life cycle.

### Module 2 | Phases of Project Management

Module 2 is designed to cover the first part of the initiation phase, which defines the project description and introduces workshop participants to the project charter/scope and scope template. Project stakeholders and the stakeholder matrix will also be covered. Participants will review and be able to explain charter/scope and stakeholder templates at the end of the workshop.

Learning Outcomes:

- Recognize the steps of the planning process.
- Identify at least eight elements of a project charter/scope.
- Utilize project charter/scope template.
- Identify project stakeholders.
- Discuss stakeholder engagement.
- Utilize project stakeholder matrix.
- Prepare a project charter.

### Module 3 | Project Planning, Budget, & Risks

This module is designed to introduction students to the remainder of the initiation phase and the start of the planning stage of project management. Budgeting, scheduling, identifying risk, and preparing a communication plan will be covered.

Learning Outcomes

- Prepare total budgeted cost.
- Recognize areas that can effect project budget control.
- Develop a work breakdown structure.

- Describe a responsibility assignment matrix.
- Explain a network diagram.
- Summarize project risks.
- Identify and categorize risks.
- Understand a risk response plan.
- Develop a communication matrix to control the flow of information.

## Module 4 | Project Teamwork

This module introduces the project team as a group of individuals working interdependently to accomplish the project objective. Teamwork is the cooperative effort by members of a team to accomplish this common goal. The effectiveness, or lack thereof, of the project team can make the difference between project success and project failure. It is the people—the project manager and the project team—who are the key to project success and project success requires an effective project team, especially when needing to track resources and maintain updates.

Learning Outcomes:

- Explain how teams are assigned and formed.
- Identify and describe the stages of team development.
- Plan a project kickoff meeting.
- Discuss characteristics of effective teams.
- Identify and describe at least five barriers to team effectiveness.
- Identify at least four sources of conflict on projects, and explain how to handle conflict.
- Describe tools used to enhance communication on projects to monitor, control, and track projects.

## Module 5 | Project Monitoring & Controls

This module is designed to introduce participants to the act of monitoring a project's progress through a variety of tools. The project control process, cost control, budget, and other quantitative measures will be reviewed.

Learning Outcomes:

- Summarize the project control process.
- Provide examples of schedules based on actual progress and changes.
- Recognize a network diagram that takes resource constraints into account.
- Evaluate resource requirements planning.

## Module 6 | Project Close-Outs

This module is designed to introduce participants to closing out projects. The end of the project life-cycle will be the focus. Participants will review project closeout reports, understand end of project reporting, and learn about the value of lessons learned for historical purposes within the organization.

Learning Outcomes:

- Identify actions that should be taken during the process of closing a project.

- Develop a post-project evaluation.
- Explain the value and use of lessons learned.
- Explain the importance of organizing and archiving project documents.

## Module 7 | Project Presentations

In this module, participants will prepare project presentations to submit. In addition, participants will self-reflect the learning process to determine additional project management skills needing development.

Learning Outcomes:

- Prepare and present individual projects
- Create a PowerPoint (or other with approval) final project presentation
- Illustrate project management techniques and processes
- Assess individual project management skills still needing development