

# Project Management Level I

The course begins with a review of project management terminology so that students learn to speak the language of a project manager. Students will obtain a firm grasp of different methods and strategies used in the field of project management. Moving deeper into project management theory, students will explore a five-stage model of project management that includes the following stages: Initiation, Planning, Execution, Monitoring, and Closing.

**Group classes in NYC and onsite training is available for this course.**

For more information, email [contact@nyimtraining.com](mailto:contact@nyimtraining.com) or visit: [training-nyc.com/courses/intro-project-management-courses](https://training-nyc.com/courses/intro-project-management-courses)



[contact@nyimtraining.com](mailto:contact@nyimtraining.com) • [212-658-1918](tel:212-658-1918)

## Course Outline

### 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