



2-Day  
Project Management  
For Scientists  
Training Class

**FAES Academic Training Center  
10 Center Drive  
Bethesda, MD**

# Course Outline

|               |  |
|---------------|--|
| 8:30-9:00am   | Registration and Coffee  |
| 9:00-9:20am   | Welcome, Announcements, and Program Overview   |
| 9:20-9:35am   | Introductions (Speaker and Participants)   |
| 9:35-10:45am  | <b><u>Module I: Introduction to Project Management</u></b> <ul style="list-style-type: none"><li>• Project Management Terminology</li><li>• Project Management Skills and Responsibility</li><li>• The Role of the Project Manager</li><li>• Elements of a Successful Project</li><li>• 7 Reasons Why Projects Fail</li></ul>  |
| 10:45-11:00am | <b>BREAK</b>   |
| 11:00-11:30am | Project Management Team Activity – Determining Assumptions   |
| 11:30-12:15pm | <b><u>Module II: Project Lifecycle</u></b> <ul style="list-style-type: none"><li>• Initiation Phase (Conception)</li><li>• Planning Phase (Definition)</li><li>• Execution Phase (Launch)</li><li>• Control and Monitor Phase (Performance)</li><li>• Closing Phase (Ending)</li></ul>   |
| 12:15-1:15pm  | <b>LUNCH</b>   |
| 1:15 -4:15pm  | <b><u>Module III: Initiation Phase</u></b> <ul style="list-style-type: none"><li>• Defining the initiating phase</li><li>• Video (<a href="https://www.youtube.com/watch?v=43dZqT5H3BM">https://www.youtube.com/watch?v=43dZqT5H3BM</a>)</li></ul> <b>(1) The Project Charter</b> <ul style="list-style-type: none"><li>• Statement of Work (SOW)</li><li>• Project Scope – Scope Statement</li><li>• Assumptions and Constraints</li></ul> <b>(2) Identify Stakeholders</b> <ul style="list-style-type: none"><li>• Create the stakeholder list</li><li>• Details on role of each stakeholder</li></ul> |

\*Note: Get the SOW approved by the stakeholders. Once this is done you are ready to start the Planning Phase of your project.

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| 8:30-9:00am  | Registration and Coffee  |
| 9:00-9:20am  | Welcome, Announcements, and Program Overview   |
| 9:20-9:30am  | Brief Recap of Initiation Phase  |
| 9:30-12:30pm | <b><u>Module IV: Introduction to Planning Phase</u></b><br>The Project Plan <ol style="list-style-type: none"><li><b>(1) The Work Breakdown Structure (WBS)</b><ul style="list-style-type: none"><li>List all tasks involved in the project</li><li>Use major milestones/deliverables identified in the SOW</li><li>Create the WBS</li></ul></li><li><b>(2) The Network Diagram</b><ul style="list-style-type: none"><li>Use the WBS to show the dependencies or sequences of activities</li></ul></li><li><b>(3) Using the Critical Path Method (CPM)</b><ul style="list-style-type: none"><li>Define the critical and non-critical task with goal of preventing time issues and process bottlenecks</li></ul></li><li><b>(4) Discover techniques for scheduling</b><ul style="list-style-type: none"><li>PERT (Program Evaluation Review Technique) chart</li><li>GANNT chart</li><li>Identifying Resources (Team Charter)</li></ul></li></ol> |
| 12:30-1:30pm | <b>LUNCH</b>   |
| 1:30-2:00pm  | <b>(5) Creating the budget</b>   |
| 2:00 -4:30pm | <b><u>Module V: Execution Phase</u></b><br>Project Administration <ol style="list-style-type: none"><li><b>(1) Project manager responsibility vs. Team's responsibility</b></li><li><b>(2) Tracking Time Spent on Project</b></li><li><b>(3) Project Status Meetings and Reporting</b><ul style="list-style-type: none"><li>Creating Status Reports</li></ul></li><li><b>(4) Project Procurement and Purchasing</b></li></ol> <b><u>Module VI: Monitor and Control Phase</u></b> <ol style="list-style-type: none"><li><b>(1) Project Problem Solving</b></li><li><b>(2) Risk Management</b></li><li><b>(3) Change Management</b></li></ol> <b><u>Module VII: Closing the Project</u></b> <ol style="list-style-type: none"><li><b>(1) Project Report</b><br/>Process Improvement</li></ol>  |