

**American Management Association's
Improving Your Project Management Skills:
The Basics for Success**

The Project Management Framework

- Define the Basic Project Management Framework
- Describe Key Project Management Terminology
- Explain the Triple Constraints (Project Triangle)
- Differentiate Between Operations and Projects
- Describe Project Management in a Business Context

Initiate the Project

- Describe How Projects Are Initiated
- Describe the Difference Between Project Requirements and Product Requirements
- Describe the Purpose and Content of the Project Charter
- Describe the Purpose and Content of the Product Requirements Document
- Use the SMART Model When Writing Requirements
- Identify Information-Gathering Techniques

Identify the Work

- Discuss the Purpose of a Kick-Off Meeting
- Develop a Work Breakdown Structure (WBS)

Estimate the Work

- Discuss Guidelines for Making Better Estimates
- Explain the Use of Three-Point Estimates

Schedule the Work

- Describe Task Dependencies
- Identify the Sequence of Tasks via Precedence Diagramming
- Develop the Project Schedule

Create the Budget

- Determine the Personnel Costs Needed for the Success of the Project
- Determine the Expense Costs Needed for the Success of the Project
- Differentiate Between Bottom-Up and Top-Down Cost Budget Planning, and State Which Is More Appropriate for Different Situations

Complete the Plan

- Create the Project Communications Plan
- Describe the Project Risk Management Processes
- Describe the Purpose of the Project Procurement Plan
- Discuss the Purpose of Reserves

Execute the Plan

- Create a Project Status Report
- Describe the Key Elements Required to Determine Project Health
- Describe How to Run an Effective Project Status Meeting
- Describe the Change Management Process

Close the Project

- Identify the Elements of Both Administrative and Contractual Project Closure Procedures
- Describe the Different Ways That Projects Can Be Terminated
- Explain the Importance of a Repository and Lessons Learned