

# Fundamentals of Project Management



This course is a comprehensive introduction to development project management. Designed for people who want to build or increase their skills in project management and who work or are looking to work with international development organizations, donor and public institutions, NGOs, non-profit and community based organizations, Government and donor agencies, and anyone interested in a career in development project management.

This course will teach you the most important concepts in project management, such as the project life-cycle, process management, roles and responsibilities of a project manager, organizational structures, program and portfolio management and use of various management techniques. This course promotes and facilitates a collaborative learning approach in an online environment. Students participate in discussions as part of the assignments and receive feedback from the course instructor. Students "learn by doing" through the class exercises while lecture points are reinforced with class discussions and videos.



The course is asynchronous; the instructor provides materials, lectures, tests, and assignments that can be accessed at any time. Students are given a timeframe during which they need to complete the assigned activities, participate in discussion forms, and submit their exercises in order to receive a grade. The course is based on the fourth edition of the textbook *Fundamentals of Project Management*.

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## About this course

The course has duration of three weeks. Each week students will work on the activities and exercises required to meet the learning objectives. Participants require an average of one hour per day to complete the assigned activities. You will learn all the fundamental concepts of modern project management as it is applied in the development and humanitarian sector. You will also learn the essential project management methods and techniques to deliver projects on time and within budget while meeting the expectations of key stakeholders. This course is especially designed to give you a complete understanding of what is project management and how it is used in development projects

## Audience

Audience for this course includes people that are new in development or who want to explore career opportunities in development project management. This course is a perfect start for those who are interested in learning the modern concepts of project management and want to become project managers. Course participants include: team members, program managers, project supervisors and project managers wishing to upgrade their skills and knowledge to understand the basic concepts of modern project management. Participants to our courses come from various parts of the world, and they bring a wealth of experience and knowledge that is shared in the course forums.

## Objectives

Upon successful completion of the Fundamentals of Project Management online course participants will: Understand the key terms, definitions of project management. Describe the project cycle and the management processes, identify project structures, understand the roles and responsibilities, and have a clear understanding of project, program and portfolio management. This course is part of the certification program. Students that complete the certification program will receive the Certification in Development Project Management (CDPM)

## Requirements

There are no requirements to take this course, although the students will benefit if they know the type of work that occurs in development organizations and development projects, or had some experience working on a project. Students should have a good internet connection, Adobe Reader in their computers as well as MS Office to work on the course assignments. Good connectivity is required to watch some of the online videos. As a convenience to our remote students you can download most of the course material to read offline.

## Registration fees

The course fee is due before the start of the course; you can receive a 20% discount if payment is made one week before the course starts. On the registration page you can choose your preferred payment methods. We accept all major credit cards in a secure online payment system. We also accept payments via Western Unions or Money Gram. If you have any questions or require more instructions to send your payment please contact us at [info@pm4dev](mailto:info@pm4dev) Reference: eCourse FPM. We offer additional discounts for groups from development organizations.



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## Course Syllabus

### Lesson 1 - Development Project Management

Definitions of project management  
Project management constraints  
The project management ecosystem

### Lesson 2 - Project Management Processes

Project management processes  
Scope management  
Schedule management  
Budget management  
Quality management  
Team management  
Stakeholder management  
Information management  
Risk management  
Contract management

### Lesson 3 - The Project Management Cycle

Initiation phase  
Planning phase  
Implementation phase  
Monitoring phase  
Adapting phase  
Closing phase

### Lesson 4 - Roles, Responsibilities and Skills

Roles, responsibilities and managerial skills of project managers  
Interpersonal skills for project managers  
Influence and power of the project manager  
Project management competencies  
Project management positions

### Lesson 5 - Project Management Structures

The project structures  
Factors in designing a project structure  
Types of project organization structures  
Project governance

### Lesson 6 - Integrated Project Management

Integrated project management  
Program management  
Portfolio management  
Project maturity model



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## Instructions

- **Registration.** See the **course schedule** to select a date
- **Fees.** The course fee is **USD\$200** and is due before the start of the course, you can receive a **20% discount** if payment is made one week before the start of the course
- **Group Discounts:** For groups or organizations that want to register 5 or more students we offer an additional 20% discount.
- **Access.** You will have access to the online course starts five days before the start of the course to prepare and get familiar with the site
- **Course Limit:** The course is limited to **20 students** per class.
- **Course Duration.** The course is three weeks long and requires between 30-40 hours to complete it.
- **Materials.** Course materials are available for download from the online course module page to allow for printing and review.
- **Evaluation.** It is required that participants complete the course evaluation after they take the final exam.
- **Course Credit.** This course provides **15 PDUs** (Professional Development Units)\* or 35 contact hours.

## Certificate

Students that successfully complete the course will receive a completion certificate. The certificate is a demonstration that you have learned the fundamental principles of Project Management; it is a valuable credential for your professional growth.

Upon receiving your certificate, you will join a growing number of people who are building their competencies to increase their skills and knowledge to improve the quality of the projects they manage. The certificate is delivered worldwide via First Class airmail at no extra cost.



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## Course Feedback

**Over the last year we have received very good feedback from students of this online course, here is a small sample:**

The FPM course equipped me with new insights and skills in the project management realm despite my previous experience. I have already started applying the knowledge I acquired during those three weeks in my current job. I definitely recommend this course for beginners or those who want a refreshment.

*Judicael Elidje – UNPF - Senegal*

A well structured and well managed course. The online tutor was actively engaged and present throughout the course, providing feedback and encouraging progress and learning. I will hopefully take another course offered by PM4DEV the future to build on the knowledge I gained about the fundamentals of project management.

*Emelie Pellby – UK*

Excellent course to take. It was very informative. It gave me the foundation to make further advancement in project management. It is one of the best courses that I ever experienced. I really enjoy the forums and the methodology used to teach this course. I look forward to studying new courses again.

*Jose Ernest – USA*

Well designed, well delivered, and very informative. I'll definitely recommend this course to all who want to understand the basics of development project management.

*Kodjotse Afatchao - USA*

The course fundamentals of project management for development, has greatly given me an insight about what it take to manage a development project geared towards achieving organizational goals. i think with the knowledge gain i can successfully manage a development project any were in the world.

*Peter Patrick—Nigeria*

It has been a great opportunity for sharing experiences with people working on development project management all over the world.

*Irene Sala - Italy*

This is a very beneficial course. the course content, case study and reading material were quite relevant to my work experience and as a result I had little difficulty relating to the information provided. There was also very useful and interesting conceptual material that some of which I was not exposed to before. I learnt quite a lot more in the three week period, than I have in other courses of a much longer duration. I will recommend it to the HR Dept. of my organization to consider it for inclusion as part of its training program.

*Thomas MacDonald - Barbados.*

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PM4DEV is a Registered Education Provider (R.E.P.), approved by the Project Management Institute (PMI)®.to issue professional development units (PDU's) for its project management training courses.

Our instructors are experienced trainers and project managers who are PMP® certified. Our comprehensive courses in project management theory, fundamentals, principles and practices are designed around industry best practices and based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®).

We are confident in our ability to provide comprehensive, practical courses that will enable you to further your project management education.