COURSE SYLLABUS

Fundamentals of Project and Program Management Course

Gain foundational project and program management abilities aligned with PMI and FAC P/PM Level I competencies.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/fundamentals-of-project-and-program-management



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Course Outline

Module 1: Introduction

- Overview of course structure, objectives, and certification path.
- Introduction to the project lifecycle and key phases.
- Discussion of course expectations, grading policy, and team dynamics.
- Review of foundational project management principles.
- Participant introductions and goal-setting exercises.

Module 2: The Integrated Project Team (IPT)

- Roles and responsibilities within the IPT framework.
- Strategies for effective team collaboration and consensus building.
- Stakeholder and communications management planning.
- Conflict resolution using the Thomas-Kilmann Model.
- Development of a Team Operating Agreement (IPT Charter).

Module 3: Justifying the Solution

- Conducting a Business Case Analysis to justify project initiation.
- Identifying capability gaps and developing high-level requirements.
- Using Market Research and Analysis of Alternatives (AoA).
- Differentiating between material and non-material solutions.
- Building and defending a business case with cost-benefit analysis.

Module 4: Developing Requirements

- Refining high-level into detailed technical requirements.
- Creating a Work Breakdown Structure (WBS) and Dictionary.
- Applying requirement traceability and verification principles.

- Using performance-based requirements for better outcomes.
- Developing project requirements through exercises and team planning.

Module 5: Planning the Acquisition

- Understanding the Project Management and Acquisition Plans.
- Writing Performance Work Statements and Source Selection Plans.
- Evaluating proposals based on technical and cost factors.
- Applying market research and QASP (Quality Assurance Surveillance Plan).
- Analyzing ethical considerations in acquisition activities.

Module 6: A Systems Engineering Approach

- Introduction to systems thinking and engineering methodologies.
- Developing system-level and item-level requirements.
- Designing, testing, and evaluating technical solutions.
- Managing technical risk and risk response strategies.
- Applying lessons learned to achieve best-value system integration.

Module 7: Monitoring and Measuring Performance

- Developing Implementation Plans and transitioning solutions.
- Using Earned Value Management (EVM) to track project performance.
- Establishing baselines for cost, schedule, and scope.
- Creating and applying management plans (risk, scope, quality, etc.).
- Understanding the transition to Operations and Maintenance phase.

Module 8: Course Summary and Post-Test

- Review of key concepts from project life cycle and management tools.
- Summarizing takeaways from case studies and exercises.
- Post-test assessment with 40 questions (1 hour, open book).
- Instructions for applying for certification and maintaining CLPs.