

Project Management Fundamentals for Remedial Project Managers

Proposed Syllabus

- 1. Project Management Plan**
 - a. Define objectives
 - b. Define the Scope and Technical Approach
 - c. Establish the WBS
 - d. Define Schedule Tasks
 - e. Define dependencies
 - f. Identify Milestones
 - g. Define the Quality Management Plan (QMP)
 - h. Prepare the Budget
 - i. Define and analyze Risks
 - j. Obtain and assign resources
 - k. Establish Communications Plan
- 2. Scope**
 - a. Project Objectives
 - b. Stakeholders
 - c. Work Breakdown Structure (WBS)
 - d. Organizational Breakdown Structure (OBS)
 - e. Responsibility Assignment Matrix (RAM)
- 3. Schedule**
 - a. Precedence Diagram (network diagram)
 - b. Durations
 - c. Critical Path
 - d. Gantt Chart
 - e. Schedule Crash
 - f. Fast Tracking
 - g. Baseline vs. Projected
- 4. Budget**
 - a. Baseline
 - b. Contingency
 - c. Actual Cost To Date
 - d. Estimate To Complete (ETC)
 - e. Estimate At Completion (EAC)
 - f. Variance At Completion (VAC)
 - g. Earned Value (EV)
 - h. Cost Performance Index (CPI)
 - i. Schedule Performance Index (SPI)
- 5. Resources**
 - a. Project Team
 - b. Subcontractors
 - c. Subject Matter Experts

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6. **Quality**

- a. EPA's Quality Program
- b. Quality Programs should employ the "P-D-C-A" model
- c. Quality Management Plans
- d. Quality
- e. Cost of Quality

7. **Risk**

- a. Risk Register
- b. Risk Matrix
- c. Risk Response
- d. Risk Tracking