



Course Description

This course is the first of two project planning courses in the project management program. It focuses on defining and organizing project work. Students will learn:

How to define goals which are specific, measurable, realistic and time constrained.

How to write a project specifications.

How to systematically break down work into manageable pieces before creating a schedule.

How to organize subtasks in a logical structure.

Students work in teams to create a project specifications and a work breakdown structure.

Project Planning 1: Defining the Project

Course Topics

Defining project goals

The different types of project specifications

Writing a statement of work

Creating a work breakdown structure

Course Duration

Instructor-led web-based training:
Up to 2 hours per day, Monday through Thursday, for one week,
approximately 7 hours total