

## Introduction to the Project Management Process (IPM)

**COURSE NUMBER**     **FAA01252**

For information about this course, contact:  
 FAA Program Manager  
 (386) 446-7154

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### DESCRIPTION AND LEARNING STRATEGY

Regardless of their position, title, or designated responsibilities, everyone manages projects from time to time. For example, the administrative officer manages arrangements for a meeting of field personnel. The personnel specialist manages a project to pilot a new compensation system. The computer specialist manages a project to implement a new software package. These employees can benefit from using the same tools of project management that engineers and construction contractors use. The principles are the same.

This course introduces the basic concepts and special tools of project management. Through interactive lecture/discussion, participants will discuss what a project is and how managing a project is different from managing in general. They will explore the phases of a project's life cycle and the typical activities associated with each phase. Working in small groups on a case study, they will practice using project management tools to plan tasks and allocate project resources.

### OBJECTIVES

- Explain basic project management concepts and terminology.
- Apply tools and techniques for project planning and control, including work breakdown structures, Gantt charts, and PERT diagrams.

### KEY COMPETENCIES

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|-------------------------------------|---|
| • Agility                           | • Interpersonal Relations and Influence |
| • Building Teamwork and Cooperation | • Managing Organizational Performance   |
| • Building a Model EEO Program      | • Problem Solving                       |
| • Business Acumen                   | • Strategy Formulation                  |
| • Integrity and Honesty             |   |

### CLASS SIZE

18 participants

### LENGTH

4 hours

(Class times vary.)

### LOCATION

Customer site or  
 FAA Center for  
 Management and  
 Executive Leadership  
 Palm Coast, Florida

### UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

### WHO SHOULD ATTEND

Employees interested in using the tools of project management

### ENROLLMENT

To arrange a **fee-for-service delivery**, call (386) 446-7154.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Measuring Organizational Performance Workshop (FAA01269)  
 Strategy Formulation and Implementation (FAA01200015)  
 Systems Thinking (FAA01277)