



**FLYON AERO**

AVIATION TRAINING CENTER

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By OXYGEN LABS Srl Unipersonale

# SYLLABUS

## Project Management

(FLY Course code: 018-C)

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## Introduction

This introduction to project management course is designed for people who want to maximize their time and increase their return on investment. The course gives new project managers and project team members the essential tools they need to deliver successful projects on time, on budget and in scope. The course is designed for beginning project managers, but will also serve to introduce the project management approach to practice engineers involved in the design, development and operation of complex systems, subsystems and componets.

## Summary

Course type	Classroom course
Target	<ul style="list-style-type: none"> <li>• Accountable Managers</li> <li>• Management Personnel</li> <li>• Certifying Staff</li> <li>• Quality Personnel</li> <li>• Competent Authority</li> <li>• Members Staff</li> </ul>
Duration	1 day
Course location	FlyOn.Aero Aviation Training Center - Tortona
Language	Italian / English
Contents	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Project life and organization</li> <li>• Project management knowledge areas</li> <li>• Project management methods</li> <li>• Microsoft Project</li> </ul>
Exam	Yes
Certificate	FlyOn.Aero Certificate

## Syllabus

### 1 INTRODUCTION

- 1.1 What is a project?
- 1.2 What is project management?
- 1.3 Relations between Program Management and Project Management
- 1.4 Role of Project Manager

### 2 LIFECYCLE OF A PROJECT AND ORGANIZATION

- 2.1 Lifecycle of a project. Reference framework
  - 2.1.1 Beginning
  - 2.1.2 Planning
  - 2.1.3 Execution
  - 2.1.4 Control
- 2.2 Stakeholders
- 2.3 Organization influences to the Project Management

### 3 PROJECT MANAGEMENT KNOWLEDGE AREAS

- 3.1 Project Integration Management
- 3.2 Project Scope Management
- 3.3 Project Time Management
- 3.4 Project Cost Management
- 3.5 Project Quality Management
- 3.6 Project Human Resource Management
- 3.7 Project Communications Management
- 3.8 Project Risk Management
- 3.9 Project Procurement Management

### 4 PROJECT MANAGEMENT METHODOLOGY

- 4.1 Project Scope and Activity Planning
- 4.2 Planning, Estimation and Scheduling
  - 4.2.1 Work Breakdown Structure (WBS)
  - 4.2.2 Gantt chart
  - 4.2.3 PERT
  - 4.2.4 Schedule Allocation
  - 4.2.5 Resource Allocation

4.2.6 Budget Allocation

4.3. Team Management

4.4. Project Monitoring and Control

4.4.1 Monitor and Control Project Work

4.4.2 Define Project "Indicators"

4.4.3 Earned Value

4.4.4 Project Tracking/Review

4.4.5 Project Reviews

4.4.6 Change Management

4.4.7 Maintaining Quality

4.4.8 Project Documentation

**5 PROJECT MANAGEMENT AND USE OF MICROSOFT PROJECT**

5.1 Adding tasks, durations

5.2 Setting dependencies

5.3 Seeing critical path

5.4 "Rolling up" subtasks

5.5 Assigning resources

5.6 Adjusting durations, time assignments

**6 SUMMARY AND CONCLUSIONS**