Key Components of Project Management

1. Define Project Deliverables
   - Project Charter
   - Project Definition Document
   - Stakeholder Analysis Tool
   - Team Charter Checklist
   - Test Strategy Document
   - Type Styles Instrument

2. Timelines & Milestones
   - Work Breakdown Structure (WBS)
   - Requirements Checklist

3. Develop Detailed Project Definition & Scope
   - Roles / Responsibility Matrix
   - Effort & Duration Estimates
   - Communications Plan Template

4. Develop Project Work Plan
   - CPM Analysis
   - Project Schedule
   - Support Readiness Checklist
   - Interface Tracking Tool
   - Project Lifecycle Checklist

5. Schedule Resources & Perform Resource Leveling
   - Gantt Chart
   - Refined Project Schedule

6. Create Project Budget
   - Project Cost Plan

7. Perform Risk Analysis
   - Risk Management Plan
   - Risk Identification Checklist
   - Risk Management Plan

8. Approve / Finalize Project Plan & Create Baseline
   - Project Baseline
   - Project Control Book Template
   - Issues Log

9. Project Execution
   - Status Meetings & Meeting Minutes
   - Change Request Log
   - Plan Revisions
   - Product Deliverables

10. Project Control
    - Project Metrics
    - Change Control

11. Project Closure
    - Lessons Learned Document
    - Final Project Review
# PMI Knowledge Areas & Related Mindavation Offerings

## Mindavation Class Offerings
- Project Manager's Toolkit
  - Cost: X
  - Risk: X
  - Human Resources: X
  - Communications: X
  - Time: X
  - Scope: X
  - Procurement: X
  - Integration: X
  - Quality: X
- Requirements Analysis, Scope and Risk Management
  - Cost: X
  - Risk: X
  - Human Resources: X
  - Communications: X
- Intelligent Disobedience
  - Cost: X
  - Risk: X
- Complex Project Management
  - Cost: X
  - Risk: X
  - Human Resources: X
  - Communications: X
  - Time: X
  - Scope: X
  - Procurement: X
  - Integration: X
  - Quality: X
- Recovering Troubled Projects
  - Cost: X
  - Risk: X
- PM Overview for Management
  - Cost: X
  - Risk: X
- Creating Bullet-Proof Business Cases
  - Cost: X
  - Risk: X
- Hard Truth about Soft Skills
  - Cost: X
  - Risk: X
- Project Management and Control
  - Cost: X
  - Risk: X
- Managing Integration Projects
  - Cost: X
  - Risk: X

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