

# Frequently Asked Questions

**Course Title:** Project Management Essentials for Non-Project Managers

**Course #:** 6131

**Duration:** 2 Days

**Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## 1. What business or organizational need does this course address?

Learn the basics of project management through a focus on terms and definitions, class discussion, and exercises that challenge you to develop the collateral often used in managing projects. Designed for those involved with projects in a non-managerial capacity, this course will help you use sound project management principles, including interacting with stakeholders, managing and mitigating risk, and following the project lifecycle.

## 2. Who should attend?

This course is designed for anyone who needs to know how to manage tasks or small projects with a structured approach to ensure success.

## 3. What will I learn how to do in this course?

- Define project management terms
- Describe fundamental project management concepts
- Identify project stakeholders
- Develop a project charter
- Describe the planning process
- Organize project work using a work breakdown structure
- Understand scheduling concepts
- Describe cost components of a project
- Create a risk register
- Describe how to monitor and manage the project status

## 4. What kinds of activities are included in this course?

Presentation, class discussions, practical activities, and group and individual exercises

## 5. Are there prerequisites for this course?

There are no prerequisites for this course.

## 6. Do I have to complete any prework for the course?

There is no prework required for this course.

### **7. Is this course applicable toward a professional certification?**

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

### **8. Does this course count for credit toward a Management Concepts Certificate Program?**

This is a core course in the following program(s):

- [Human Capital Certificate Program](#)
- [Project Management Associate Track](#)

This is an elective course in the following program(s):

- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Business Analysis and Requirements Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Program Management Certificate Program](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)

### **9. What credits do I earn by completing this course?**

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Management Services

NASBA Level: Basic

CEUs: 1.3

PDU: 14

CLPs: 16

### **10. What course(s) do you recommend after I complete this course?**

- [Leadership and Communication Skills for Project Managers](#)
- [Project Risk Management](#)