Open Enrollment Project Management Boot Camp
Course Outline

Ramapo College of New Jersey’s Center for Innovative and Professional Learning (CIPL) offers a two half-day (eight-hour) intensive Project Management Boot Camp. The workshop will be taught by John Thomas, a highly experienced and highly rated Project Management instructor.

The workshop requires three hours of online pre-work designed to have students begin thinking about their work and putting it into the correct format so that it is easier to complete the Charter, Scope Statement and Work Breakdown Structure.

Approximate schedule:

**Lecture**
Philosophy and the methodology of projects
Advantages of project management – notion, purpose, benefits, key principles

**Lecture and individual exercises**
Tools for effective project management
Project planning–project definition, structure, project phases, milestones, capacities and costs

Students create simple documents, using Excel® and Word®, for projects they have previously completed. Since the experience of many students is similar, several of these documents may be created in small groups.

- The scope statement
- The level 1 and 2 Work Breakdown Structure
- A Project Schedule

**Lecture and group exercises**
Project organization–roles of the people involved in a project

- The stakeholder list and the project team

Analysis of risks and possible prevention
• A reduced-size Risk Register

Project controlling–reporting, information flow, costs, progress
• Communication strategy
• A Project Dashboard

At the end of the bootcamp, the students will leave with their project planning and control templates. These can then be used in their daily work to help run effective, successful projects.