

# 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?

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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

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

- [Leadership and Communication Skills for Project Leaders](#)
- [Project Risk Management](#)
- [Agile Project Management for the Federal Environment](#)
- [The Integrated Project Team \(IPT\)](#)
- [Facilitating Value on Projects](#)

## 11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).