VCU SOMTech
School of Medicine

2022

SOMTech Project Management Essentials

Module 1: Introduction

INTRODUCTION

Training Purpose

The **SOMTech Project Management Essentials** training program and curriculum is customized to meet the various project management knowledge levels of SOMTech employees, incorporate SOMTech processes, methodologies and tools used, and how to apply best practices to advance successful implementation of projects.

The training curriculum is organized by modules and can be utilized as a self-paced instruction or used by the SOMTech PMO for live, instructor led workshops. This training is available to all SOMTech leadership and staff and can be part of onboarding new SOMTech employees.

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Module 1: Introduction

Training purpose and objectives. SOMTech PMO scope and services.

Module 2: Overview

What is Project Management and how is it applied within SOMTech. Includes methodologies (hybrid & Scrum) and tools used.

Module 3: Stakeholders

SOM organization overview, key stakeholder groups, and stakeholder management.

Module 4: Scope

How to define project scope, address scope creep, and manage expectations.

Module 5: Change, Risks, & Issues

What are project change, risks, and issues and how to manage.

Module 6: Estimating

Importance of estimating, breaking down the work, and how to estimate using traditional and Agile Scrum estimating techniques.

Key Training Objectives

- Learn the basics about project management and how it is applied within SOMTech
- Increase knowledge and understanding of the SOM organization and our stakeholders
- Understand the tools and templates available to define scope, charter/proposal, and management of projects
- Learn the fundamentals of estimating techniques and the importance of estimating for effort and costs

SOMTech Project Management Office (PMO)

The SOMTech PMO scope and purpose is to establish and maintain project management standards as well as providing a variety of other services to meet the business needs of SOMTech and its internal/external stakeholders.