Course duration

- 3 days

Course Benefits

- Learn core Project Management Concepts
- Learn how Social Styles impact Project Management
- Learn to define and initiate a project
- Learn to define a project plan, scope statement and identify deliverables
- Learn to use a Work Breakdown Structure
- Learn to estimate task duration and costs
- Learn to schedule tasks and estimate resource requirements
- Learn to acquire and assign resources to the project plan
- Learn to implement quality and change control mechanisms
- Learn to manage and respond to risk
- Learn to execute the project plan and track progress
- Learn to monitor and control project progress
- Learn how to close a project successfully

Available Delivery Methods

Public Class
Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class
Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Introduction
    1. Workshop Logistics
    2. Workshop Materials
    3. How to Get the Most Out of This Workshop
    4. Workshop Objectives
    5. Workshop Contents
2. Project Management Concepts
    1. Project Management in the Enterprise Environment

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2. Programs
3. Projects and Sub-Projects
4. Portfolios
5. Project Management Offices (PMOs)
6. So What is Project Management?
7. Project Management Activities
8. The Project Management Process
9. Project Phases in Project Management
10. Project Life Cycle (PLC)
11. Rolling Wave Planning
12. What Defines a Successful Project?
13. The Project Management Triangle
14. Critical Success Factors
15. The Project Manager's Skills and Knowledge
16. The Project Manager's Role
17. The Project Participants
18. The Project Sponsor
19. The Stakeholders
20. The Project Team
21. The Project Environment
22. Culture and Style
23. Structure
24. Project Management System

3. The People Side of Project Management
    1. The People Side of Project Management
    2. The People Side
    3. The Social Style Model™
    4. Behavioral Dimensions
    5. Assertiveness
    6. Responsiveness
    7. The Social Style
    8. Social Style Characteristics
    9. Social Style Strengths and Challenges
    10. Social Style and Backup Behavior
    11. Versatility
    12. Working with Others
    13. Analytical Social Style
    14. Driving Social Style
    15. Expressive Social Style
    16. Amiable Social Style
    17. Building on Your Strengths
    18. Classification Ethics
    19. The Communication Process
    20. Virtual Communications
4. Initiating the Project
    1. Project Initiation
    2. Defining Need

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3. Defining Feasibility
4. Demonstrating Need and Feasibility
5. Project Stakeholder Management
6. Identify Stakeholders
7. Stakeholder Analysis
8. Plan Stakeholder Engagement
9. Manage Stakeholder Engagement
10. Monitor Stakeholder Engagement
11. Project Charter
12. Project Description
13. Project Purpose
14. Project Objectives
15. Project Requirements
16. Triangle Flexibility

5. Planning the Project
    1. Planning the Project
    2. Why Do You Plan?
    3. Developing the Project Management Plan
    4. Components of the Project Management Plan
    5. Project Scope
    6. Project Scope Statement
    7. Project Deliverables
    8. Exclusions
    9. Constraints
    10. Assumptions
    11. Approach
    12. Plan Procurement Management
    13. Characteristics of an Effective Project Plan
    14. The Investment of Planning
6. Decomposition Using a Work Breakdown Structure
    1. Project Decomposition
    2. Benefits of Decomposition
    3. Decomposition Using a Work Breakdown Structure
    4. Benefits of the Work Breakdown Structure
    5. Work Breakdown Structure Hierarchy
    6. Work Breakdown Structure Format
    7. Work Package
    8. Work Breakdown Structure Template
    9. Work Breakdown Structure Graphic Conventions
    10. Work Breakdown Structure Diagramming Rules
    11. Demonstration: Work Breakdown Structure
    12. Work Breakdown Structure List Conventions
    13. Work Breakdown Structure Dictionary
    14. Activity Definition
    15. Activities
    16. Skills Matrix
    17. Scope Baseline

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7. Estimating
    1. Estimating Accuracy
    2. Effort, Duration, and Cost
    3. Effort vs Duration
    4. Methods for Estimating Effort
    5. Weighted Average
    6. Expert Judgment, Delphi, and Parametric Estimating
    7. Analogous and Computerized Tools
    8. Analogous Estimating
    9. Computerized Tools
    10. Function Point Estimating
    11. Function Point Analysis
    12. Estimating Variables
    13. Estimating Cost
    14. Cost Budgeting
    15. Cost Baseline
8. Sequencing and Scheduling
    1. Sequencing and Scheduling
    2. Determining Sequence and Schedule
    3. Project Schedule Network Diagram
    4. Precedence Diagramming Method (PDM)
    5. Precedence Diagramming
    6. Dependencies
    7. Milestones
    8. Producing the Network Diagram
    9. Precedence Logic
    10. Estimating Activity Resources
    11. Estimating Activity Duration
    12. Lag
    13. Lead
    14. Apply the Calendar
    15. Critical Path Method
    16. Critical Path
    17. Determine the Critical Path — Forward Pass
    18. Calculating Float — Backward Pass
    19. Gantt and Bar Charts
    20. Time/Cost Trade-Off
9. Organizing and Acquiring Staff
    1. Resource Planning
    2. Acquire the Project Team
    3. Responsibility Assignment Matrix
    4. Constraints
    5. Resource Histograms
    6. Resource Leveling
    7. Develop the Project Team
    8. Team Website
10. Control Plans

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1. Planning for Control
2. Quality Management Plan
3. Quality Planning
4. Quality Assurance
5. Quality Control
6. Communications Management Plan
7. Developing the Communication Plan
8. Examples of Communication Plans
9. Change Control
10. Reasons for Change
11. A Typical Change Control Procedure
12. Example of a Change Request Form

11. Risk Management
    1. Risk Management
    2. What is Risk?
    3. Elements of Risk Management
    4. Risk Management Planning
    5. Risk Identification
    6. Qualitative Risk Analysis
    7. Quantitative Risk Analysis
    8. Risk Response Planning
    9. Responses for Negative Risk; ie Threats
    10. Responses for Positive Risk; ie Opportunities
    11. The Risk Register
    12. Contingencies and Reserves
    13. Risk Management Method
12. Executing the Project
    1. Project Execution
    2. Guidelines for Executing a Project Phase
    3. Tools and Techniques for Executing the Project Plan
    4. Project Kickoff
    5. Work Results
    6. Tracking Progress via Status Reports
    7. Assessing Project Status via Status Meetings
    8. Pitfalls of Project Execution
13. Monitoring and Controlling the Project
    1. Project Control
    2. Key Control Activities
    3. Planning Versus Monitoring and Controlling
    4. Prerequisites for Effective Monitoring and Controlling
    5. Performance Monitoring and Reporting
    6. Performance Reports
    7. Current State Report
    8. Original Baseline Report
    9. Trend Report
    10. Narrative Overview Report
    11. Trend Analysis

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12. Interpreting Trends
13. Example of Trend Analysis
14. Questions to Ask Yourself
15. Taking Corrective Action
16. To Control Quality
17. To Shorten the Project Duration (Time)
18. To Reduce Costs
19. To Accommodate Increasing Scope
20. To Monitor Risks
21. Tracking and Logging Changes
22. Requested Modifications
23. Corrective Actions
24. Example Change Log Report
25. Guidelines for Monitoring and Controlling a Project Phase
26. Pitfalls to Project Control

14. Closing the Project
    1. Closing
    2. Administrative Closure Activities
    3. Lessons Learned
    4. Example Closeout Report

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

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