

This highly interactive workshop is designed to give participants a solid foundation in the concepts, tools and techniques of formal project management. While introductory in nature, this course is extremely comprehensive, covering the five key process groups and 38 core competencies associated with effective and efficient project management practice. Participants not only acquire technique-based proficiencies, but also explore and practice essential people skills and teamwork. The concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results.

**Course Objectives:**

- Build a Work Breakdown Structure (WBS)
- Use a network diagram to display a Project Evaluation and Review Technique (PERT) chart.
- Use the Critical Path Method (CPM) in the network diagram to ensure the correct project duration.
- Estimate and schedule project tasks.
- Apply resources to a project plan.
- Explore different personality types and learn how they affect project management.

**Audience:** Those who want to understand basic project management skills and concepts.

**Prerequisites:** None

**Number of Days:** 3 days

<p><b>1 Project Management Concepts</b>          Project Management in the Enterprise Environment          Programs          Projects and Sub-Projects          Portfolios          Project Management Offices (PMOs)          So What is Project Management?          Project Management Process          Project Phases          Project Life Cycle          Rolling Wave Planning          What Defines a Successful Project?          The Project Management Triangle          Critical Success Factors          The Project Manager’s Skills and Knowledge          The Project Manager’s Role          The Project Participants          The Project Sponsor          The Stakeholders          The Project Team          The Project Environment</p>	<p>Culture and Style          Structure          Project Management System</p> <p><b>2 The People Side of Project Management</b>          The People Side          The Social Style Model™          Behavioral Dimensions          Assertiveness          The Social Style          Social Style Characteristics          Social Styles, Strengths and Challenges          Social Style and Backup Behavior          Versatility          Working with Others          Analytical Social Style          Driving Social Style          Expressive Social Style          Amiable Social Style          Building on Your Strengths          Classification Ethics          The Communication Process</p>
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	Virtual Communications		WBS List Conventions
<b>3</b>	<b>Initiating the Project</b>		WBS Dictionary
	Project Initiation		Activity Definition
	Project Initiation		Activities
	Defining Need		Skills Matrix
	Defining Feasibility		Scope Baseline
	Demonstrating Need and Feasibility	<b>6</b>	<b>Estimating</b>
	Identify Stakeholders		Estimating Accuracy
	Project Charter		Effort, Duration, and Cost
	Project Description		Effort vs. Duration
	Project Purpose		Methods for Estimating Effort
	Project Objectives		Weighted Average
	Project Requirements		Expert Judgment, Delphi, and
	Triangle Flexibility		Parametric Estimating
<b>4</b>	<b>Planning the Project</b>		Analogous and Computerized Tools
	Why Do You Plan		Analogous Estimating
	Developing the Project Management		Computerized Tools
	Plan		Function Point Estimating
	Components of the Project Management		Function Point Analysis
	Plan		Estimating Variables
	Project Scope		Estimating Cost
	Project Scope Statement		Cost Budgeting
	Project Deliverables		Cost Performance Baseline
	Exclusions	<b>7</b>	<b>Sequencing and Scheduling</b>
	Constraints		Determining Sequence and Schedule
	Assumptions		The Network Diagram
	Approach		Diagramming Network Activity
	Plan Procurements		Precedence Diagramming
	Characteristic of an Effective Project		Arrow Diagramming
	Plan		Dependencies
	The Investment of Planning		Milestones
<b>5</b>	<b>Decomposition Using a Work</b>		Establishing the Network Diagram
	<b>Breakdown Structure</b>		Precedence Logic
	Project Decomposition		Estimating Resources
	Benefits of Decomposition		Estimating Duration
	Decomposition Using a Work		Lag
	Breakdown Structure		Lead
	Benefits of the Work Breakdown		Apply the Calendar
	Structure		Network Terms
	WBS Hierarchy		Critical Path
	WBS Format		Determine the Critical Path – Forward
	Work Package		Pass
	WBS Template		Calculating Float – Backward Pass
	WBS Graphic Conventions		Gantt and Bar Charts
	WBS Diagramming Rules		Time/Cost Target
	Demonstration: WBS		

<b>8</b>	<b>Organizing and Acquiring Staff</b> Human Resource Planning Acquire the Project Team Responsibility Assignment Matrix Constraints Resource Histograms Resource Leveling Develop the Project Team Team Website	<b>12</b>	<b>Monitoring and Controlling the Project</b> Project Control Key Control Activities Planning vs. Monitor and Control Prerequisites for Effective Monitoring and Control Performance Monitoring and Reporting Performance Reports Current State Report Original Baseline Report Trend Report Narrative Overview Report Trend Analysis Interpreting Trends Example of Trend Analysis Questions to Ask Yourself Taking Corrective Action To Manage Quality To Shorten the Project Duration To Reduce Costs To Accommodate Increasing Scope Monitoring and Controlling Project Risks Tracking and Logging Changes Requested Modifications Corrective Actions Guidelines for Monitoring and Controlling a Project Phase Pitfalls to Project Control
<b>9</b>	<b>Control Plans</b> Planning for Control Quality Management Plan Quality Planning Quality Assurance Quality Control Communications Management Plan Developing the Communication Plan Change Control Reasons for Change A Typical Change Control Procedure	<b>13</b>	<b>Closing the Project</b> Closing Administrative Closure Activities Lessons Learned
<b>10</b>	<b>Risk Management</b> What is Risk? Elements of Risk Management Risk Management Planning Risk Identification Qualitative Risk Analysis Risk Response Planning Responses for Negative Risk Responses for Positive Risk and Opportunity The Risk Response Register Contingencies and Reserves Risk Management Method Risk Management Worksheet	<b>14</b>	<b>Summary and Conclusion</b> Critical Success Factors Project Management Functions Conclusion
<b>11</b>	<b>Executing the Project</b> Project Execution Guidelines for Executing a Project Phase Tools and Techniques for Executing the Project Plan Project Kickoff Work Results Tracking Progress via Status Reports Assessing Project Status via Status Meetings Pitfalls of Project Execution		