

Individuals managing smaller, shorter-term projects often wear multiple hats and have other job duties on top of their project responsibilities. This highly interactive workshop equips such jugglers to deliver great project results more efficiently and with less stress. Participants gain a solid understanding of the 4 phases in every project: planning, specifying, building, and implementing, and the 4 project disciplines: project management, business analysis, product development, and change management.

Course Objectives:

- Learn how to create a solid project plan.
- Interview project stakeholders to create a detailed set of defined characteristics for the project’s end product.
- Resolve differing stakeholder needs, acquire needed resources, and manage expectations.
- Coordinate current week’s activities, monitor progress to identify gaps between what was planned and what actually happened, and adjust the next week’s activities to close the gap.
- Plan for and manage the change resistance that accompanies projects.

Audience: Individuals on small projects who would never think of attending a formal project management business analysis, change management, or product development workshop.

Prerequisites: None

Number of Days: 2 days

1	<p>Introduction Workshop Logistics Workshop Materials How to get the most out of this workshop Objectives</p>	4	<p>Task Mapping The Project Plan Planning Phase Functional Roles Rolling Wave Planning Project Plan Project Benefit/Objectives Deliverables Project Approach</p>
2	<p>Projects What is a project? Project Triangle Project Participants What Defines a Successful Project? Project Phases Project Size Project Disciplines Focus on this workshop</p>	5	<p>Task Identification Work Breakdown Structure Benefits of the Work Breakdown Structure Hierarchy Work Breakdown Structure Graphical Conventions Diagramming Rules Resource Assignments</p>
3	<p>Functional Roles Project Manager Business Analyst Domain Experts Change Manager Functional Roles and the Project Team</p>	6	<p>Estimating Estimating Accuracy Duration and Cost Approaches for Estimating</p>

	WAG		Traceability Matrix
7	Sequencing and Scheduling	13	Change Resistance and Acceptance
	Sequencing		All Projects Bring About Change
	Scheduling		Stages of Change
	Network Diagram		Resistance
	Task Dependencies		Change Strategies
	Lead and Lag Time		Plan the Change
	Milestones		Strategy Development
	Establishing a Network Diagram	14	Product Adoption and Project Closure
	Critical Path		Implementation Phase Functional Roles
	Apply the Calendar		Project Adoption
	Gantt Chart		Project Closure
8	Negotiating		Lessons Learned
	Common Deficiencies and Problems	15	Summary and Conclusion
	Key Elements in Developing		Projects
	Commitment/Ownership to the		Project Phases
	Solution		Functional Roles and the Project Team
	How Do You Do It?		Project Activities
9	Interviewing		Project Tools
	Specifying Phase Functional Roles		You and Your Future Projects
	The Facts		
	Interviewing the Stakeholder		
	Interview Structure		
	Questioning and Listening Techniques		
	Listening for Requirements		
10	Requirements		
	Identifying Requirements		
	Writing Requirements		
	Requirements Organization		
	Requirements Approval		
11	Project Dynamics		
	Building Phase Functional Roles		
	Weekly Project Meeting		
	Issue Tracking		
	Project Sway		
	Rescheduling		
	Status Reporting		
	Triangle Flexibility		
	Steering the Project		
12	Design, Develop and Verify		
	Product Design		
	Design Activities		
	Develop		
	Domain Experts		
	Hire or Become a Domain Expert		
	Product Verification		