Project Management Boot Camp
Course Summary

Description
Maximize your training dollar and earn 35 PDU's in this weeklong Project Management course bundle. This bundle includes Project Planning for Success, Project Execution and Control, and Advanced Scope Planning for Large Projects.

Objectives
At the end of this course, students will be able to:

- Implement the 5 key steps to project planning
- Direct answers to real world planning needs
- Estimate project deliverables
- Understand the planning competencies as defined in the Project Management Body of Knowledge of the Project Management Institute
- Use the project planning and control model including outcomes during project control
- Optimize the project plan and establish the project baseline
- Manage scope changes, issues and assumptions, earned value and project performance trends
- Manage risk, communications, quality and team performance
- Track and manage time and cost variances during project execution
- Close the project – including team, administrative and client processes
- Develop a project charter for large, complex projects
- Develop a WBS for a large, complex project using product development flow diagramming as a tool
- Learn value of the team approach to project scope development
- Apply the need for different visibilities of the WBS

Topics

- Introduction
- Scope Definition
- Work Package Planning (Project Deliverables)
- Schedule Planning
- Budget Planning
- Facilitating Processes
- Completing the Plan
- Implementing the Plan for Execution
- Project Execution and Control
- Project Closure
- Definitions
- Project Charter Development
- The project charter
- Hierarchy of project charters
- Project parameters:
- Advanced WBS Approaches
- WBS planning considerations:
- Conclusion

Audience
This course is designed for project managers in the Information Technology industry need to become better project managers.

Prerequisites
There are no prerequisites for this course.

Duration
Five days

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

ProTech
protechtraining.com

"Charting the Course ...

... to Your Success!"

Project Management Boot Camp

Course Outline

I. Introduction
- A. Key concepts and definitions
- B. Benefits
- C. Project life cycle concepts
- D. The matrix approach
- E. Bates project planning and control process
- F. Corporate planning considerations

II. Scope Definition
- A. Developing the project charter workshop
- B. Developing the work breakdown structure workshop
- C. Developing the responsibility list

III. Work Package Planning (Project Deliverables)
- A. Defining the work package
- B. Estimating human resources and other requirements
- C. The work package schedule
- D. The work package budget

IV. Schedule Planning
- A. Steps to develop the schedule
- B. Selection of a scheduling technique
- C. CPM barcharting workshop
- D. Traditional and time critical scheduling
- E. Schedule and resource analysis
- F. Shortening the schedule workshop

V. Budget Planning
- A. Determining budget requirements
- B. Developing a performance budget

VI. Facilitating Processes
- A. Risk management in the planning phase
- B. Communications management in the planning phase
- C. Quality management in the planning phase
- D. Procurement management in the planning phase
- E. Human resource management in the planning phase

VII. Completing the Plan
- A. Negotiating differences
- B. Updating the project charter and obtain project plan approval
- C. Preparing to implement the project plan workshop
- D. Team presentations: the project plan

VIII. Implementing the Plan for Execution
- A. Optimizing the project plan
- B. Optimization dashboard
- C. Establishing the project baseline demonstration
- D. Metrics for project control demonstration
- E. Transition from planning to execution: project kick-off and team mobilization
- F. Administering the project: Project workbook, project repository, issues management, project update process

IX. Project Execution and Control
- A. Project scope control: change management objectives, change process model –
- B. Time and cost control:
- C. Time keeping, earned value analysis, updating process and work package and project levels, demonstration, trend analysis
- D. Performance reporting
- E. Execution and control of facilitating processes

X. Project Closure
- A. Administrative closeout –
- B. Project assessment/evaluation
- C. Project close-out report
- D. Project close-out process

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

Project Management Boot Camp

Course Outline (cont'd)

XI. Definitions
- A. Special characteristics of large complex projects –
- B. Life cycle effect on planning
- C. The complete project model
- D. The project planning model
- E. Software support for scope definition
- F. Executive needs
- G. Impact of sophisticated communications and software systems

XII. Project Charter Development

XIII. The Project Charter

XIV. Hierarchy of project charters
- A. The format
- B. Project definition: Clear project purpose
- C. Product definition
- D. Scoping statements

XV. Project parameters
- A. Schedule and budget objectives with class of estimates applied
- B. Known constraints
- C. Assumptions
- D. Risk assessment
- E. Project charter workshop

XVI. Advanced WBS Approaches
- A. WBS planning considerations:
- B. Team approach to WBS development
- C. Multiple product projects/programs
- D. Using product development flow diagramming
- E. Importance of the WBS dictionary
- F. Different visibilities of the WBS
- G. WBS workshop

XVII. Conclusion

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically