Effective Project Management

Course Summary

Description

This course provides practical training in core project management concepts and techniques. The course extends PMBOK concepts with supplemental, field-proven best practices that are effective in any project setting. The format is truly multimodal, with a mixture of exercises, simulations, group discussions, individual discovery and lecture. Every student receives a set of useful Project Management templates. This course is ideal for Project Managers who want an update on crucial concepts and techniques, or new project managers looking for a jump start in their new profession. All participants will return to their workplace better equipped to bring their projects to a successful conclusion.

Objectives

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

- Write a convincing project charter
- Establish project control through careful scope definition and management
- Track exact status through a resource-loaded schedule
- Eliminate issues through risk management
- Forecast and control costs
- Promote great communication and much more

Topics

- Project lifecycle and project environment
- Getting a project off to a good start
- Knowing who your stakeholders are
- Providing estimates you can live with
- Defining and managing scope, schedule and budget
- Establishing effective communication
- Procurement; Resource Planning
- Putting quality into the product
- Managing Project Risk
- Status Reports, Project Metrics and Earned Value
- Change Control; working with baselines
- Controlling cost
- Product delivery
- Lessons Learned

Audience

This course is designed for Project managers who are looking for an update on core concepts and techniques, newly assigned project managers and team leads, managers of project mangers, functional managers with project responsibility, and Project Management Office staff.

Prerequisites

This course assumes minimal experience with project work.

Duration

Three days

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Course Outline

I. Project Structure
- A. Defining Project and Project Management
- B. The Project Environment
- C. Sources of Project Success and Failure
- D. Project Life Cycle
- E. PM Methodologies
- F. The Project Charter

II. Project Planning
- A. Defining Scope - Requirements and the WBS
- B. Developing the Project Schedule
- C. Resource Planning;
- D. Project Budget
- E. The Communication Strategy
- F. Procurement
- G. Quality
- H. Managing Project Risk

III. Execution and Control
- A. Project Metrics and Earned Value
- B. Status Reports; Working with baselines
- C. Change Control
- D. Controlling cost

IV. Successful Conclusion
- A. Transition Planning
- B. Testing the product
- C. Contract closure
- D. Administrative closure
- E. Lessons Learned
- F. Celebration
- G. Review of Critical Success Factors
- H. Conclusion

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