Overview of Project Management

Course Summary

Description

The Challenge
Within virtually every enterprise there is a growing understanding of just how crucial successful projects are to financial well-being. After all, our ability to reach Strategic Objectives largely depends on the success of our major initiatives. However, project success depends on participation at all levels of the organization. It is only through a shared understanding of how projects are defined, funded, planned and executed that we can regularly obtain the long-term value we need from our projects.

The Solution
Overview of Project Management provides a full day of practical training in critically important project management concepts and techniques. Participants are shown how to support selection of the best projects, obtain stakeholder buy-in to project goals and approach, create a project plan that is an effective guide to project action, prevent scope creep, minimize issues through proactive risk management, execute a successful project delivery and more. This course supplements PMBOK® concepts with a project approach that is designed to overcome common sources of project failure. The importance of maintaining a focus on the delivery long-term project value (Project Value Management) is a recurring theme. In clear and simple language, this course explains how to successfully complete a project that can deliver Business Value.

Topics

- Sources of project success and failure
- Project and product lifecycles
- Purpose of every project: Realization of Business Value
- Identifying, analyzing and managing stakeholders
- Project Charter: Supporting the work of project selection
- Defining scope, schedule and budget
- Project procurement

- Resource Planning
- The Communication Strategy
- Using change control and risk management to keep scope, time, and cost in balance
- Building quality into deliverables
- Keeping management informed: status reports and forecasts
- Delivering the goods: Planning and executing an effective Transition
- Using Project Close to lock in value

Audience

This course is ideal for functional managers, project team members, key project stakeholders, and anyone with project responsibility who needs a basic understanding of core project management practices.

Prerequisites

This course assumes minimal experience with project work.

Duration

One day

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Course Outline

I. Introduction
  A. What is the source of project failure?
  B. What is the source of project success?
  C. Why IT projects are different
  D. Course blueprint

II. Defining Project and Project Management
  A. What is a project?
  B. What is project management?
  C. Programs and portfolios
  D. Other PM terminology
  E. IPECC
  F. PM methodology
  G. Stakeholders
  H. Impact of change

III. The Project Initiation Phase
  A. Definition and Purpose
  B. The Project Charter
  C. Use
  D. Content
  E. Benefits
  F. Stakeholder analysis
  G. Triple Constraint
  H. Estimation

IV. Managing Scope
  A. Product versus Project Scope
  B. WBS
  C. Requirements process, types & tools
  D. Scope Control

V. Schedule and Budget
  A. Schedule
  B. Budget and procurement
  C. Project Performance Baselines

VI. Quality
  A. Quality Control (QC)
  B. Quality Tools
  C. Requirements Traceability Matrix
  D. Quality Assurance (QA)
  E. Seven Steps to Project Quality

VII. Managing Project Risk
  A. Risk definition
  B. Work of risk management
  C. Sources of risk
  D. Risk Register
  E. Evaluating Risk
  F. Risk Response Planning
  G. Controlling Risk

VIII. Communication
  A. Communication Planning
  B. Communication Tools
  C. Good Meeting Practice
  D. Document Control

IX. Project Execution
  A. Work of project execution
  B. Status reports
  C. Change control

X. Transition Planning
  A. Business Value
  B. Blocks to Transition
  C. Transition Tools
  D. Transition Benefits

XI. Project Close
  A. Contract closure
  B. Administrative closure
  C. Lessons learned