

Project Management 101

Course Summary

Description

Organizations are constantly developing new products, programs, services, streamlining business processes, and striving to increase quality and customer satisfaction. Good project management is a key skill required to ensure the success of these efforts on a predictable schedule and within an acceptable budget. Most project management workshops are geared toward the relatively small number of people who want to become certified as a professional project manager. This workshop is designed for the far greater number of people who need the practical skills to manage projects as part of their job.

Designed and delivered by a Project Management Institute (PMI) certified project manager, this course provides hands-on experience with the tools and techniques to plan and manage a project successfully and to the client's satisfaction. The best-practice processes are mapped across the project timeline, and the specific actions you need to take, and documentation you need to prepare, are explained at each step in an easy-to-follow thread. The use of software tools to support each step of the process is described with examples.

Accompanied by a comprehensive 250-page user manual with a wealth of tips and techniques for review long after the course is over, the course provides an end-to-end roadmap you can apply to your projects of any size, in any domain, to optimize their scope, schedule, cost and risk performance.

Project Management Professional (PMP) Certification: The 11 hours of training time in this workshop can be applied toward your 35 hours of required project management education for PMP certification.

Objectives

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

- Know the best practice processes, tools and techniques needed to plan and manage your project successfully
- Know the phases of the project life cycle and what happens in each
- Gain hands-on experience with the most important project management processes on a sample project

Topics

- Introduction
- Project Initiation
- Project Planning
- Project Execution
- Project Implementation and Control
- Project Closing

Audience

This course is designed for everyone who is, or will be, responsible for successful project completion..

Prerequisites

There are no prerequisites required for this course.

Duration

Two days

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Course Outline

I. Introduction

- A. What is project management, who can use it, and application to small projects
- B. The project life-cycle, and key techniques and tools
- C. The importance of linking your project to the organization's strategic direction
- D. The 3 over-arching keys to project success
- E. The role and key attributes of the successful project manager

II. Project Initiation

- A. Identifying the sponsor and customer
- B. Identifying and analyzing the project stakeholders
- C. Agreeing on the ultimate project objective and benefit
- D. Documenting the project business case
- E. Kicking off the project with a concise and complete project charter

III. Project Planning

- A. A 1-page flowchart that makes project planning fast and easy
- B. Identifying the detailed project requirements behind the objective
- C. Documenting the project scope, and everything the team will have to do
- D. Putting the scope in order, preparing the precedence diagram
- E. Best practices for estimating the project resources and budget
- F. Building a reliable project schedule laid out across the calendar
- G. Proactively identifying the schedule and budget needed to deal with project risks
- H. Finalizing the project plan and briefing management to ensure expectations are properly set

IV. Project Execution

- A. Assembling the best project team for the job
- B. Dealing with the advantages and challenges of matrix organizations
- C. The importance of team delegation and motivation

V. Project Implementation and Control

- A. How to manage scope to ensure you don't miss anything
- B. How to status and manage schedule to keep your project on track
- C. How to status and manage cost to keep your project within budget
- D. How to status and manage the risk budget to deal with surprises
- E. The 2 most important things to ensure acceptable project quality
- F. How to constructively brief management on progress and request assistance when needed

VI. Project Closing

- A. Closing contracts and delivering the project result
- B. The best ways to gather project lessons learned to ensure continual organizational improvement
- C. Preparing a concise and complete final project report for the stakeholders