

Realistic Project Management

Course Summary

Description

Let's face it; most people spend their days in chaotic, fast-paced, time- and resource-strained organizations. This course is designed for today's busy professional who needs advice and guidance on a wide array of tools designed to provide you with the flexible structure necessary to have increased success delivering business results through your projects.

This workshop will guide and help the Project Manager to plan, organize and control the project effort as well as costs. You can deliver the results the business demands!

Objectives

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

- Define the roles of the project manager, the project sponsor and other key people in a project
- Build a stakeholder communication plan
- Document business objectives of the project
- Document project objectives
- Document the risks and constraints of a project
- Document the scope of the project
- Practice resiliency to adapt to the needs of the project
- Adapt your communication style to others involved with your project to ensure collaboration
- Build a Project Charter
- Build a Project Schedule / Plan
- Choose the appropriate activities for each project
- Estimate and manage the cost of projects
- Perform a post project review for every project to ensure that project management competence improves

Topics

- What Is Project Management
- Define
- Plan
- Manage
- Review

Audience

This course is designed for students who are involved in one or more of the following areas: Accurately estimating project duration. Planning, tracking, and controlling multiple projects. Communicating project status to stakeholders effectively.

Prerequisites

There are no prerequisites for this course.

Duration

Two days

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Course Outline

- I. What Is Project Management**
 - A. Overview
 - B. What's A Project?
 - C. What's Project Management?
 - D. Project Sponsor Steps To Great Projects
- II. Define**
 - A. Objectives
 - B. Establish Scope
 - C. Risks & Constraints
 - D. Communications Plan
 - E. Document
- III. Plan**
 - A. Business & Learning Objectives
 - B. Create WBS
 - C. Milestones
 - D. Critical Path
 - E. Budget
- IV. Manage**
 - A. Learner First Approach
 - B. Troubleshooting
 - C. Simple Status Reports
 - D. Seek First To Collaborate
- V. Review**
 - A. Overview
 - B. Templates
 - C. 5 Deadly Sins