

Effective Project Management

Course Description

This workshop is designed to completely cover the fundamentals of managing projects. It introduces participants to more complex topics in project management while it deepens their understanding of planning and controlling processes. Participants discover concepts, tools and ways to manage projects to achieve positive outcomes. They apply these principles and techniques to sample projects and create links to their own projects.

Who Should Attend?

The workshop is intended for project managers, project team members, business analysts, technical specialists, subject matter experts, and other project stakeholders who would like to refresh their skills, broaden their understanding, or learn some new approaches. It was created to help project participants reach the next level of proficiency and is appropriate for those with some project management experience and /or minimal project management training.

Workshop Objectives

In this course participants will learn to:

- ◆ Define project requirements and scope.
- ◆ Develop a work breakdown structure and project activities.
- ◆ Build a network diagram to show activity sequence.
- ◆ Define resources required and create accountabilities across functions.
- ◆ Develop time and cost estimates.
- ◆ Generate project budgets and calendar-based schedules.
- ◆ Evaluate and plan for risk.
- ◆ Identify and analyze key stakeholders.
- ◆ Create a plan to meet communication needs.
- ◆ Track and manage project progress.
- ◆ Close out the project and conduct a post project review.

Course Materials

The workshop includes a detailed Participant Guide that has references to *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, the international ANSI standard of the Project Management Institute (PMI®). The Participant Guide illustrates tools and techniques with a **comprehensive project example** and describes a **simplified project planning process**.

Effective Project Management

Table of Contents

Module One	Project Management Overview
	What is a Project?
	Project Management Fundamentals
	Organizing the Project
	The Project Plan
Module Two	Starting the Project
	Project Initiation
	Simplified Project Management Processes
	Summarize the Project
	Defining Requirements and Scope
	Planning Purchases
Module Three	Project Planning Basics
	Work Breakdown Structure
	Techniques to Create a WBS
	Determining Activity Sequences
	Project Responsibilities
Module Four	Estimating and Risk
	The Nature of Estimating
	Project Estimates
	Estimating Time
	Estimating Cost
	Planning to Manage Risk

Effective Project Management

Table of Contents

Module Five	Developing Project Schedules
	Critical Path
	Developing a Schedule
	Making Schedule Adjustments
Module Six	Stakeholders and Communication Planning
	Stakeholder Management
	Communication in Projects
	Planning Communications
	Project Kick-Off Meeting
	Finalizing the Project Plan
Module Seven	Leading the Project
	Project Leadership Concepts
	Leading the Team – <i>Build Trust</i>
	Leading the Team – <i>Encourage Interactions</i>
	Leading the Team – <i>Make Decisions</i>
	Leading the Team – <i>Accountability & Measurement</i>
Module Eight	Executing, Controlling, and Closing Projects
	Project Execution
	Controlling the Project
	Change Control Process
	Closing the Project