ProTech Professional Technical Services, Inc.

Foundation in Project Management

Course Summary

Description

Organizations use projects to answer business needs and fulfill strategy. Because projects are crucial to an organization's growth and financial well-being, project failure can be a serious and damaging event. Nonetheless, project failure is an all too common occurrence with failure rates approaching 30% in some industries (Standish Group). This is simply unacceptable. We need a robust project management approach that will ensure successful delivery and provide the long-term project value that we need.

Foundation in Project Management delivers practical, hands-on training in essential project management concepts and techniques that every project manager must know. The course provides participants with a comprehensive range of project management principles and techniques, extending PMBOK concepts with field-proven best practices that are effective in any project setting.

This course confirms the importance of keeping focus on the realization of Business Value throughout the project. If you are new to project management, the exercises in this course will give you hands on experience with all of the primary techniques required to manage a project. Experienced project managers will obtain a vocabulary and framework that lends structure and perspective to the wealth of experience they already have. All participants take home a set of tools and techniques to help them deal with all aspects of project planning and execution. Take this course and learn how to avoid the problems that project managers most often encounter.

The format is multimodal with a mixture of lecture, numerous exercises and simulations, and group discussions. Learning is reinforced by having participants truly get their hands on the tools. All participants return to their workplace better equipped to conclude their projects with a successful delivery. This course includes over 30 hands-on exercises and facilitated discussions. Course material is fully PMBOK and BABOK compliant. Participants earn 35 PDUs / Contact Hours in project management education.

Objectives

After taking this course, students will be able to:
- Use a project charter to build a strong project foundation
- Identify and manage key stakeholders
- Develop a well-defined scope and requirements
- Build a comprehensive schedule and budget
- Maintain the integrity of project baselines with change control and proactive risk management
- Manage the project team
- Deliver meaningful status reports
- Manage stakeholder expectations
- Forecast project outcomes
- Engineer a successful deployment
- Manage the entire project to optimize realization of post-project business value

Topics

- Project Structure
- Project Initiation
- Project Planning
- Execution and Control
- Successful Conclusion

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Course Summary (cont'd)

Audience

This course is of special value to project managers and team leads who want a solid, guiding PM methodology; experienced project managers who want to add to their toolkit of tools and techniques; functional managers with project responsibility who want a deeper understanding of project management principles; and Project Management Office staff.

Prerequisites

This course assumes some prior experience with project management, either as project manager or team lead.

Duration

Five days
35 PDUs

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Course Outline

I. Project Structure
- A. Sources of project success and failure
- B. Essential PM Concepts
- C. Project and product lifecycles
- D. PM Methodologies
- E. Creating value after the project: Project Value Management
- F. Using agile techniques to strengthen a waterfall project
- G. Impact of human factors: Every project is a Human Endeavor

II. Project Initiation
- A. Value of viewing the project as an investment
- B. The Business Case and Project Charter
- C. Defining business and project objectives
- D. Importance of establishing preliminary scope boundaries
- E. Creating useful estimates of time and cost
- F. Project constraints: keeping scope, time and cost in balance
- G. Identifying, analyzing and managing stakeholders

III. Project Planning
- A. The requirements engagement: Developing correct and complete requirements
- B. Defining Scope: WBS and the scope statement
- C. Scheduling and the critical path
- D. Resource planning
- E. Developing and tracking an effective, time-phased budget
- F. Procurement and contracts; avoiding procurement pitfalls
- G. Quality planning; the test plan; quality audits
- H. Strategies for effective project communication
- I. Risk management; threats and opportunities
- J. Using Organizational Adoption to defeat resistance to change
- K. The Business Value plan: Planning for long-term project value

IV. Execution and Control
- A. Building deliverables; monitoring project work
- B. Managing the team
- C. Managing stakeholder expectations; conflict management
- D. Testing project deliverables
- E. Delivering useful status reports
- F. Forecasting with Earned Value Management
- G. Preventing scope creep: Tools and methods of change control
- H. Managing issues and opportunities
- I. Transition planning: preparing for deployment
- J. Executing the Transition Plan

V. Successful Conclusion
- A. Executing the Business Value plan
- B. Ensuring effective utilization of deliverables
- C. Measuring project success
- D. Contract and administrative closure
- E. Lessons Learned and continual improvement
- F. Celebration