Advanced Project Management (3 Day)

COURSE OVERVIEW

The Advanced Project Management training gives seasoned project managers the knowledge and skills necessary to successfully manage increasingly complex project issues to meet desired goals and objectives. Assuming a mastery of project planning, this Advanced Project Management class extends skills to the remaining project management processes covering areas such as avoiding mistakes when executing and controlling a project, dealing with evolving stakeholder expectations, using trend analysis to measure project performance and improving project outcomes.

COURSE OUTLINE

1. **Project Selection and Initiation**
    A. Initiating Projects
    B. When Do Projects Start? Defining the Project Life Cycle
    C. Tips for Defining the Start of a Project
    D. Considerations for Initiating Projects
    E. Strategic Planning
    F. Prioritizing Projects
    G. Selecting Projects
    H. Key Elements of the Initiating Process
    I. Guidelines for Project Initiation
2. **Project Execution Methodology**
    .   Project Execution Methodology
    A. Starting Project Work
    B. The Value of a Good Start
    C. Ensuring a Successful Start to Project Work
    D. Stakeholder Commitment and Team Resources
    E. Inhibitors to Future Success and How to Deal with Them
    F. The Process for Commencing Project Work
    G. Getting Work Done
    H. Facilitating Project Work
    I. Communicating Work Expectations
    J. Managing Issues and Action Items
    K. Key Learning Points
    L. Progress, Status, and Forecasting
    M. Capturing Progress
    N. Updating the Schedule
    O. Forecasting - Predicting Future Project Work
    P. Recognize Process Groups

3. Project Variance and Control
. Project Variance and Control
- A. Performance Metrics
- B. A Framework for Performance Reporting
- C. Understanding Different Types of Metrics
- D. How Metrics Interact
- E. Measuring Projects and Generating Metrics Reports
- F. Interpreting Project Metrics
- G. Baseline Metrics
- H. Earned Value Analysis Metrics
- I. Understanding the Causes of Variance
- J. Defining Project Variance
- K. Understanding Different Types of Project Variance
- L. Root Contributors to Variance
- M. Methods for Identifying Root Contributors
- N. Taking Corrective Action to Overcome Variance
- O. Definition/Intention of Corrective Action
- P. Understanding Points of Leverage
- Q. Managing Change, Quality, and Risk
- R. Responding to the Dynamic Nature of Projects
- S. Using Process to Create Transparency
- T. Control Processes for Project Change
- U. Quality Control
- V. Quality Assurance
- W. Risk Monitoring and Control Process

4. Project Closure and Learning
. The Closing Process
- A. The Challenge of Project Closure
- B. When and How to Learn from Projects
- C. Initial Sizing
- D. Detailed Estimating
- E. Unforeseen Events
- F. Project Closure Reporting and Archiving Processes
- G. Step 1 - Obtain Formal Acceptance
- H. Step 2 - Shut Down the Work Engine
- I. Step 3 - Analyze Metrics, Baseline, and Change Data
- J. Step 4 - Evaluate Processes and Documentation
- K. Step 5 - Documenting Project Events and Circumstances
- L. Step 6 - Generating Lessons Learned
- M. Step 7 - Finalize and Share the Project Closure Report
- N. Step 8 - Celebrating the End of the Project
- O. Step 9 - Archive the Project Records
- P. Step 10 - Conduct Follow-Up Surveys as Negotiated

5. Summary and Conclusion
. Where We've Been
        A. Where to Go Next

PROFESSIONAL DEVELOPMENT UNITS

18 PMI® PDUs

CLASS MATERIALS

Each student in our Live Online and our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.