

## Fast Start in Project Management (3 Days)

### COURSE OVERVIEW

This Fast Start in Project Management training class is a highly interactive workshop that is designed to give participants a solid foundation in the concepts, tools, and techniques of formal project management. While introductory in nature, this course is extremely comprehensive, covering the five key process groups and 38 core competencies associated with effective and efficient project management practice. Participants not only acquire technique-based proficiencies, but also explore and practice essential people skills and teamwork. The concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results.

### COURSE BENEFITS

- Learn core Project Management Concepts
- Learn how Social Styles impact Project Management
- Learn to define and initiate a project
- Learn to define a project plan, scope statement and identify deliverables
- Learn to use a Work Breakdown Structure
- Learn to estimate task duration and costs
- Learn to schedule tasks and estimate resource requirements
- Learn to acquire and assign resources to the project plan
- Learn to implement quality and change control mechanisms
- Learn to manage and respond to risk
- Learn to execute the project plan and track progress
- Learn to monitor and control project progress
- Learn how to close a project successfully

### AVAILABLE DELIVERY METHODS

**Public Class:** Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

**Private Class:** Private classes are delivered for groups at your offices or a location of your choice.

## COURSE OUTLINE

### Introduction

- Workshop Logistics
- Workshop Materials
- How to Get the Most Out of This Workshop
- Workshop Objectives
- Workshop Contents

### Project Management Concepts

- Project Management in the Enterprise Environment
- Programs
- Projects and Sub-Projects
- Portfolios
- Project Management Offices (PMOs)
- So What is Project Management?
- Project Management Activities
- The Project Management Process
- Project Phases in Project Management
- Project Life Cycle (PLC)
- Rolling Wave Planning
- What Defines a Successful Project?
- The Project Management Triangle
- Critical Success Factors
- The Project Manager's Skills and Knowledge
- The Project Manager's Role
- The Project Participants
- The Project Sponsor
- The Stakeholders
- The Project Team
- The Project Environment
- Culture and Style
- Structure
- Project Management System

### The People Side of Project Management

- The People Side of Project Management
- The People Side
- The Social Style Model™
- Behavioral Dimensions
- Assertiveness
- Responsiveness
- The Social Style
- Social Style Characteristics
- Social Style Strengths and Challenges
- Social Style and Backup Behavior

Versatility

- Working with Others
- Analytical Social Style
- Driving Social Style
- Expressive Social Style
- Amiable Social Style
- Building on Your Strengths
- Classification Ethics
- The Communication Process
- Virtual Communications

### Initiating the Project

- Project Initiation
- Defining Need
- Defining Feasibility
- Demonstrating Need and Feasibility
- Project Stakeholder Management
- Identify Stakeholders
- Stakeholder Analysis
- Plan Stakeholder Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement
- Project Charter
- Project Description
- Project Purpose
- Project Objectives
- Project Requirements
- Triangle Flexibility

### Planning the Project

- Planning the Project
- Why Do You Plan?
- Developing the Project Management Plan
- Components of the Project Management Plan
- Project Scope
- Project Scope Statement
- Project Deliverables
- Exclusions
- Constraints
- Assumptions
- Approach
- Plan Procurement Management
- Characteristics of an Effective Project Plan
- The Investment of Planning

## **Decomposition Using a Work Breakdown Structure**

- Project Decomposition
- Benefits of Decomposition
- Decomposition Using a Work Breakdown Structure
- Benefits of the Work Breakdown Structure
- Work Breakdown Structure Hierarchy
- Work Breakdown Structure Format
- Work Package
- Work Breakdown Structure Template
- Work Breakdown Structure Graphic
- Conventions
- Work Breakdown Structure Diagramming
- Rules
- Demonstration: Work Breakdown Structure
- Work Breakdown Structure List Conventions
- Work Breakdown Structure Dictionary
- Activity Definition
- Activities
- Skills Matrix
- Scope Baseline

## **Estimating**

- Estimating Accuracy
- Effort, Duration, and Cost
- Effort vs Duration
- Methods for Estimating Effort
- Weighted Average
- Expert Judgment, Delphi, and Parametric Estimating
- Analogous and Computerized Tools
- Analogous Estimating
- Computerized Tools
- Function Point Estimating
- Function Point Analysis
- Estimating Variables
- Estimating Cost
- Cost Budgeting
- Cost Baseline

## **Sequencing and Scheduling**

- Sequencing and Scheduling
- Determining Sequence and Schedule
- Project Schedule Network Diagram
- Precedence Diagramming Method (PDM)

- Precedence Diagramming
- Dependencies
- Milestones
- Producing the Network Diagram
- Precedence Logic
- Estimating Activity Resources
- Estimating Activity Duration
- Lag
- Lead

## **Apply the Calendar**

- Critical Path Method
- Critical Path
- Determine the Critical Path — Forward Pass
- Calculating Float — Backward Pass
- Gantt and Bar Charts
- Time/Cost Trade-Off

## **Organizing and Acquiring Staff**

- Resource Planning
- Acquire the Project Team
- Responsibility Assignment Matrix
- Constraints
- Resource Histograms
- Resource Leveling
- Develop the Project Team
- Team Website

## **Control Plans**

- Planning for Control
- Quality Management Plan
- Quality Planning
- Quality Assurance
- Quality Control
- Communications Management Plan
- Developing the Communication Plan
- Examples of Communication Plans
- Change Control
- Reasons for Change
- A Typical Change Control Procedure
- Example of a Change Request Form

## **Risk Management**

- Risk Management
- What is Risk?
- Elements of Risk Management
- Risk Management Planning
- Risk Identification

- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Responses for Negative Risk; ie Threats
- Responses for Positive Risk; ie Opportunities
- The Risk Register
- Contingencies and Reserves
- Risk Management Method

### **Executing the Project**

- Project Execution
- Guidelines for Executing a Project Phase
- Tools and Techniques for Executing the Project Plan
- Project Kickoff
- Work Results
- Tracking Progress via Status Reports
- Assessing Project Status via Status Meetings
- Pitfalls of Project Execution

### **Monitoring and Controlling the Project**

- Project Control
- Key Control Activities
- Planning Versus Monitoring and Controlling
- Prerequisites for Effective Monitoring and Controlling
- Performance Monitoring and Reporting

- Performance Reports
- Current State Report
- Original Baseline Report
- Trend Report
- Narrative Overview Report
- Trend Analysis
- Interpreting Trends
- Example of Trend Analysis
- Questions to Ask Yourself
- Taking Corrective Action
- To Control Quality
- To Shorten the Project Duration (Time)
- To Reduce Costs
- To Accommodate Increasing Scope
- To Monitor Risks
- Tracking and Logging Changes
- Requested Modifications
- Corrective Actions
- Example Change Log Report
- Guidelines for Monitoring and Controlling a Project Phase
- Pitfalls to Project Control

### **Closing the Project**

- Closing
- Administrative Closure Activities
- Lessons Learned
- Example Closeout Report

## **CLASS MATERIALS**

Each student will receive a comprehensive set of materials, including course notes and all the class examples.