

Project Management Essentials

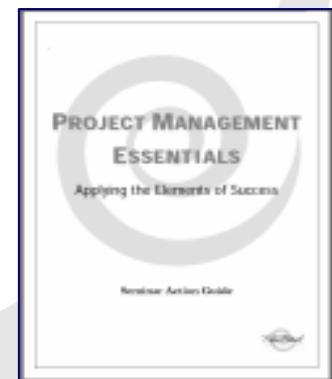
For Professionals Who Occasionally Manage Projects

This comprehensive seminar provides the knowledge, insights, and techniques project teams need to accomplish even the most challenging project. From the seasoned veteran to the anxious rookie, the largest gains in project success come with a focus on the fundamentals—the process, the vocabulary, the tools and techniques of achievement.

Compliant with popular standards, tailored to your needs, and grounded in results-proven experience, this course delivers skills that drive consistent project success.

Learning Objectives

- List and describe the content and purpose of each of the five sets of processes in the project management lifecycle model.
- Be able to discuss the relationship between project initiation, project planning, and successful project implementation.
- Describe the purpose and content of commonly used project management control documents.
- Demonstrate how to use the work breakdown structure to decompose project goals and objectives into work activities, milestones, and constraining dates.
- Create a task analysis chart and describe what information is required to plan the types of projects in your profession.
- List six approaches to estimating task durations and be able to discuss their pros and cons.
- Be able to model workflow using commonly accepted terminology and formats.
- Assess resource requirements at the task and project level and be able to communicate with resource loading and leveling charts resource/duration relationships.
- Create a project schedule using the critical path method and communicate the information using both Gantt (time-line) and activity-on-node (network) charts.
- List the eight steps required to create a baseline plan.
- Describe the pros and cons of normal, fast-track, and expedite scheduling approaches and their effect on project durations, costs, resources, and risk.



- List seven tracking and control documents and describe their purpose.
- Discuss the role of the project manager in facilitating communication with the project sponsors, core team, remote team, and other stakeholder groups.
- Describe one or more project problems you have experienced, observed, or expect in your project environment and list how you might be able to avoid, mitigate, or prevent the problem in the future.

Format

On-site seminar tailored to the organization’s project environment. Provided in one- to three-day formats.

For breakout session programs see *Project Management Essentials* and *Creating an Environment for Project Success*

Course Outline

INTRODUCTION TO PROJECT MANAGEMENT

What to Expect in the Course
 Project Management Survey
 The Golden Rules of Project Success

THE PROJECT MANAGEMENT PROCESS

The Project Lifecycle Model
 Project Decision Points
 Managing the Process of Success

PROJECT INITIATION

Start Slow to Finish Fast
 Creating Effective Project Goals
 The Triple Constraints
 Using a Preplanning Checklist

THE PLANNING PHASE

The Work Breakdown Structure
 Activity and Task Analysis
 Estimating Task Durations and Resources
 Duration Estimating Techniques
 Establishing Workflow
 The Critical Path Method
 Planning Strategies
 Tool Tip—Planning Step-by-Step

TRACKING AND CONTROL

Facts and Data—Success / Failure Factors
 Seven Essential Controls

BUDGETS AND FINANCIAL CONTROL

Financial Effectiveness
 The Success Formula
 Typical Cost Estimating Problems

PROBLEM SOLVING AND TROUBLESHOOTING

Exercise—Dealing with Typical Problems
 Tool Tip—Problem Analysis
 Problem Strategies
 Problem Tactics

STAFFING AND RESOURCES

Project Stakeholders and Responsibilities
 Predicting (and Avoiding) Team Problems
 Project Team Essentials
 Selecting a Project Manager
 Three Steps to Building Better Teams

GLOSSARY

Project Management Terms

APPENDIX

Project Concept Checklist
 Project Charter Form
 Project Initiation Document
 Statement of Work Form
 Planning Checklist
 Scope Change Request Form

