

Project Management

Key Benefits

- 1 Design success into every project plan
- 2 Identify hidden risks and create effective contingencies
- 3 Monitor and control true progress
- 4 Avoid the deadly planning mistake: errors of omission
- 5 Estimate durations for any project confidently
- 6 Never miss another deadline
- 7 Build realistic schedules that get stakeholder buy-in
- 8 Coordinate and control resources across a project portfolio
- 9 Manage multiple projects with finesse

The Mentor Group
503-618-8703 Phone
800-381-8686 toll-free US
ronblack@thementorgroup.com
www.ronblack.com



By Ron Black

The elements of success

A comprehensive one- to three-day seminar tailored for your organization

Introduction

The ability to complete challenging projects on time and on budget is essential to every competitive organization. It is no wonder why competent project teams are in high demand and short supply. This seminar will improve the skills of both the beginning and seasoned project team member. It provides the knowledge, insights, and techniques project teams need to accomplish even the most challenging projects with success.

Focused on creating results, this course delivers a proven *process*, a *common vocabulary*, and all the *tools* and *techniques* essential to lead teams to project success.

Course Description

Interactive lecture, demonstration, guided practice, group discussion, and numerous hands-on exercises aid the participant's integration of concepts and techniques. A custom-tailored Action Guide complete with ready-to-use project management procedures, step-by-step instructions, forms, and checklists is provided. Course materials and methods are compliant with all major project management standards.

Who Should Attend?

Managers, supervisors, and stakeholders who manage projects or are members of

project teams, will benefit from this seminar.

What Participants Learn

- How to get started with the three questions essential to every project's success.
- How to control progress and reduce risk with stage gates.
- How to facilitate communication and cooperation throughout the project's stakeholders.
- Effectively manage personnel and resources not under your direct organizational control.
- How to create motivating goals, select effective objectives, and build a project plan for on-time results.
- How to avoid the deadliest of all project problems—errors of omission.
- Identify and resolve potential problems before they arise.
- Reduce risk by balancing time, resource, and project scope.
- Get and stay in control with seven essential project status reports.
- Fine-tune the project management process for your organization's specific needs.
- Reveal your project's hidden deadlines with the critical path scheduling method.

- Estimate durations and calculate schedule risk using the Program Evaluation Review Technique.
 - Lead your stakeholders to success with effective communication of roles and responsibilities.
 - How to conduct shorter and more effective project meetings.
 - How to manage change requests and stay in control.
 - Improve collaboration with all stakeholders—the originator, sponsor, team, and end-users.
 - How to measure legitimate progress
- with milestones and checkpoints.
 - Solve project problems with a powerful five-step technique.
 - End stakeholder and resource procrastination, even when they don't report to you.
 - Manage multiple projects and deadlines with finesse.
 - Optimize the use of scarce resources throughout your project portfolio.
 - How to recover from setbacks and problems without losing control.

Participant Comments

It doesn't don't get any better! Ron Black is a captivating speaker, trainer, and entertainer...provided us with a number of tools to more effectively manage people and projects. —Calgary, AB

Ron was a fabulous speaker! Really enjoyed the past two days...Picked up a lot of ideas I can apply to my position...I have a lot more confidence embarking on my first project plan...one of the best instructors I've come across. —San Diego, CA

...informative, high energy, and dynamic learning experience...definitely provides the proper tools to produce and manage a successful project. I learned so much. I plan on using these skills in tomorrow's project kickoff meeting. —Edmonton, AB

Enthusiastic/dynamic presenter who demonstrated extensive knowledge, experience, and expertise in the field of project management, which was not only impressive, but also instrumental in the high level of learning I got from this seminar...we covered a great deal of material at a fast pace, Ron made it easy to absorb. —Seattle, WA

...knowledgeable instructor, conveys complex ideas in an easy manner, and ensures his students understand the concept. Great instructor. Excellent use of applicable anecdotes to illustrate. —Northbrook, IL

Project Management is vital in working through the challenges we face in today's environment. Thanks for the tools you provided over the last two days. They will definitely help! —Portland, OR

Brilliant! The University of Melbourne did not teach this in a four-year commerce degree with Honors in Economics! I will be taking the way I manage to a new level. Ron Black is fabulous! He kept everyone focused and motivated. I laughed my way through acquiring a lot of new skills. —Melbourne, NSW

Course Outline

The Project Management Process

- Recognizing Key Decision Points
- Establishing an Optimal Process
- Rigging Your Project for Success

Initiation Processes

- Creating Effective Project Goals
- Understanding Triple Constraints
- Using a Project Initiation Document

Planning and Scheduling

- The Work Breakdown Structure
- Activity and Task Analysis
- Task Analysis Charts
- Duration Estimates
- Establishing Workflow
- The Critical Path Method
- Normal Plans
- Expedite Plans
- Fast Track Plans
- Network Diagrams
- Gantt Charts
- Activity on Node Charts
- Planning Resources
- Loading and Leveling
- Resource Utilization Charts
- Estimating Project Costs
- Direct and Indirect Costs
- The PM's Effect on Profits

Execution and Control

- Project Team Considerations
- Team Success Prerequisites
- Decision Making Methods
- Commitment and Control
- Monitoring
- True Progress vs. Activity
- Seven Key Status Reports
- Cost Curves and Earned Value
- Problem Solving—Priorities, Strategies, and Techniques

Closing

- Project Acceptance Checklist
- Final Reports
- Evaluation and Review

Seminar Closure

- Personal Action Plan

The Mentor Group
503-618-8703 Phone
800-381-8686 toll-free US
ronblack@thementorgroup.com
www.ronblack.com