PROJECT MANAGEMENT TRAINING

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COURSE LENGTH: 2.0 DAYS

This Project Management training course teaches you the entire project management process, as well as the key tools and techniques to successfully manage projects according to the agreed schedule and budget. This training course is based on PMBOK, the global set of benchmarks produced by the Project Management Institute.

This 2-day training course covers the following topics: what project management is, the role of project managers, the meaning and importance of PMBOK & PMI, project needs assessment, project management process, planning tools & techniques (Gantt chart, network diagram, etc.), project monitoring, key documents to create & maintain and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

PROJECT MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

The project management role is arguably the most challenging of roles within the project team. As the project progresses through its various life cycle stages, project managers must be able to adapt themselves to the changing demands of the project and the team.

Effective and efficient Project Managers will ensure project success and help organizations and individuals exceed stakeholder expectations. This workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day.

OUTCOMES

By the end of this course, participants will be able to:
- Define projects, project management, and project managers
- Identify the importance of PMBOK and PMI
- Learn the five process groups & nine knowledge area as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment & write goals, requirements & deliverables
- Create key project documents including a statement of work, project plan worksheet & project charter
- Build a project schedule, estimating time, costs & resources
- Master the work breakdown structure
- Create project planning documents including a schedule, a risk management plan & a communication plan
- Use planning tools including the Gantt chart, network diagram & RACI chart
- Learn to establish and use baselines
- Learn how to monitor and maintain a project
- Learn to perform basic project management tasks including leading status meetings
- Learn how to ensure that all documents are completed at the end of a project

MODULES

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: Key Concepts - Part One
- What is a Project?
- What is Project Management?
- What is a Project Manager?

Lesson 3: Key Concepts - Part Two
- About the Project Management Institute (PMI)

Lesson 4: Initiation - Part One
- Identifying Your Stakeholders
- Assessing Needs and Wants

- About the Project Management Body Of Knowledge (PMBOK)
- The Five Process Groups
- The Nine Knowledge Areas
- The Triple Constraint

- Setting a SMART Project Goal
- Creating Requirements and Deliverables

Lesson 5: Initiation - Part Two
- Creating a Statement of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

Lesson 6: Planning - Part One
- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs

Lesson 7: Planning - Part Two
- Building the Work Breakdown Structure
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- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

Lesson 8: Planning Tools
- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Going the Extra Mile: Microsoft Project

Lesson 9: Executing the Project
- Establishing Baselines
- Monitoring Baseline Variances
- Schedule Reduction Methods

Lesson 10: Maintaining and Controlling
- Making the Most of Status Updates
- Managing Change
- Monitoring Risks

Lesson 11: Closing Out
- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

Lesson 12: Wrapping Up
- Words from the Wise
- Your Notebook

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote