

## Project Management Principles and Techniques



This newly designed 3 day workshop integrates both the "hard" and "soft" skills essential for effective project management. Through a dynamic, interactive and accelerated learning environment, this course focuses on strategies for:

- Project Managers requiring specific techniques for planning and controlling projects.
- Project clients, sponsors, and other key stakeholders to appreciate important decisionmaking phases and processes.
- Team members to gain knowledge of various techniques to contribute to project success and common project language and conventions.

# Hard Skills

- Scope definition
- Task analysis
- Estimating
- Scheduling
- Organization
- Risk awareness

# Soft Skills

- Evaluating project performance
- Effective communications
- · Leadership styles
- Influencing powers
- Conflict management
- Negotiation techniques
- Interfacing with Global teams

- Individuals embarking on a PM career
- "Customers" or project sponsors
- Managers responsible for projects
- Team members
- Team leaders
- Directors of Project Managers
- Technical and support staff
- PMP®'s looking to earn 21 PDU's

Setting the Stage

COURSE OUTLINE

- Key Concepts
- Initiating
- Planning
- Executing
- Control
- Closing the Project
- Final Wrap-up

A full course synopsis is shown on page 2

### 2 MONTHS FREE SUPPORT INCLUDED

WHO WILL BENEFIT

All students receive 2 months of free e-mail support relating to the course content, templates and/or general Project Management questions or issues.

#### FULLY COMPLIANT

with the latest **2008** 4<sup>th</sup> edition of PMI's Project Management Body of Knowledge (PMBOK) at the same time, incorporating indepth real project content.

### PROGRAM STRUCTURE

PM Principles and Techniques has been designed to simulate a project through the 5 *PMBOK® Guide* process groups – *initiation*, *planning*, *execution*, *control* and *close-out*. Stimulating exercises in small groups reinforce key concepts, tools and techniques you can apply immediately to your job – along with insights you'll need to adapt them to specific project environments. Participants will be equipped with a variety of templates and self-assessment tools to support class presentations and provide useful reference material in the real work

#### INSTRUCTOR BIO

Cindy J. Bell, *PMP* is President of PM STAR a consulting company which specializes in project management training and customized course development. She has played pivotal roles in the development and integration of high-risk, large-scale systems. Whether charged with leading multi-million dollar business initiatives to execution, or spearheading technology requirements for newly formed business units, she has a reputation for getting the job done, along with the talent to extract and communicate the key information required when flawless execution has been critical. Cindy is an instructor on the topic of project management for the Boston University bringing real life project experiences from a wide spectrum of industries including financial, telecommunications, manufacturing, and the public sector to the classroom. Cindy is immediate Past President of the PMI - South Western Ontario chapter.

## Project Management Principles and Techniques

#### Day One Day Two Day Three FRAMEWORK CONTROL PLANNING cont'd Performance reporting issues Resource planning Evaluating performance Setting the stage Resource leveling PM makes it to Prime Time Monitoring the Vital Signs Cost baseline Perils and Pearls of a PMO Tracking and Status Reporting Communication Plan Stakeholders' expectations Risk Monitoring & Control Risk identification & analysis Project Life Cycle phases Raising team risk awareness Risk response plan Earned Value Analysis (EVA) Quality Plan INITIATING Managing the winds of Integrated Project Plan change Needs assessment Project selection criteria EXECUTING CLOSE-OUT Assumptions, Constraints Navigating the RACE Critical success factors **Evaluating success** Leadership Challenges Scope definition Turn out the lights **Building Team Dynamics** How to create a Charter Conducting reviews **Conflict Strategies** Lessons learned Win-win negotiations PLANNING Close out process **Project Relationships** Steps to build a WBS Virtual and Global teams FINAL WRAP-UP Organization Influences Communication Bottlenecks Roles and responsibilities Providing team direction Project principles Network diagrams (PND) Key points to remember **Quality Assurance** Sequencing, CPM **Templates Quality Improvement** Dynamics of Estimating What's up at PMI П $\aleph$ TIME T State the Needs Develop Assign Project Establish Targets $\lnot \lnot$ Triple Constraints Measures of Success Relationships Approve Charter Manager [2] Develop WBS Sequence Tasks Assign Resources Schedule Risk Identification Plan Approval $\sum$ C U $\neg \vdash$ Work the Plan Measure & Evaluate Performance Act, Change, Control Communicate 屋 (C) S Evaluate Lessons Learned Reassign the Team Archive Project CELEBRATE