

Objectives

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.

Prerequisites

There are no prerequisites for this course.

Duration

1 day

The topics covered on the course are,

1 Getting Started

- Icebreaker
- Ground rules
- The parking lot
- Workshop objectives
- Action plans and evaluation forms

2 Key Concepts (Part One)

- What is a Project?
- What is Project Management?
- What is a Project Manager?

3 Key Concepts (Part Two)

- About the PMBOK and the PMI
- The Five Process Groups
- The Nine Knowledge Areas
- The Triple Constraint

4 Initiation (Part One)

- Assessing Needs and Wants
- Identifying Your Stakeholders
- Creating SMART Objectives
- Creating Requirements

5 Initiation (Part Two)

- Creating a Statement of Work
- Creating the Project Requirements Document
- Completing the Project Planning Worksheet

6 Planning (Part One)

- Estimating Time
- Estimating Costs and Resources
- Building the Work Breakdown Structure

7 Planning (Part Two)

- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

8 Planning Tools

- The Gantt Chart
- The Network Diagram
- The Critical Path
- Going the Extra Mile: Optional Tools

9 Maintaining and Controlling (Part One)

- Establishing Baselines
- Monitoring Baseline Variances
- Schedule Reduction Methods

10 Maintaining and Controlling (Part Two)

- Leading Successful Status Meetings
- Managing Change Monitoring Risks

11 Closing Out

- Administrative Tasks
- Personnel Tasks
- Scope Verification
- Document Checklist

12 Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations