



Project Management Technical Track - Four-Day Seminar

Program Number: PMGBTT / PDUs: 24

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 Project Management Terminology

- Define Project management

3.0 Organizational Structures

Understand:

- The work and function of a project manager in different organizational structures
- The functional organizational structure

Define the role of:

- The project manager
- The project team

Group exercise using project organizational structures

4.0 Selecting the Project Manager

Define:

- Coordination and integration skills required by a project manager
- Motivational skills required by a project manager
- Communication and collaboration skills required by a project manager
- Delegation skills required by a project manager
- Team leadership skills required by a project manager
- Key responsibilities of the project manager

Group exercise selecting the project manager

5.0 Phases of a General Project Management Life Cycle

Learn about:

- Initiating Processes
- Planning Processes
- Execution Processes
- Controlling Processes
- Closeout Processes
- Project team requirements in each phase

Course Objectives:

The participant will learn every phase of the project.

Learn the basic project management tools. How to:

- Develop a Work Breakdown Structure (WBS)
- Develop a project plan
- Develop a schedule
- Manage a project
- Track project progress
- Manage project cost
- Manage project risk
- Use Triple Constraint
- Use Critical Path Method (CPM)
- Use Earned Value Method

6.0 The Project Plan

Learn about:

- Components of the Project Plan
- Purposes of the Project Plan
- Importance of the Project Plan

Group exercise writing the scope of the Project Plan

7.0 The Work Breakdown Structure (WBS)

- Learn how to develop the WBS

Group exercise creating a WBS

8.0 Communicating with the Project Stakeholders

- Learn key communication skills
- Learn the dimensions of communication
- Learn how to use meeting to communicate with stakeholders

9.0 Managing the Project's Scope

- Define the meaning of the term Scope Management



- Understand how to develop a Project Charter
- Review the importance of the DBS & WBS in defining the scope
- Discuss the scope and how it ties into the Project Schedule, Budget and Risk
- Baseline the Project Scope
- Develop and use Scope Reports

Group exercise using project scope

10.0 Project Scope Change Control

Learn how to use:

- The Change Control System
- Components of the Change Control System
- Change is Inevitable
- Planning vs. Executing
- Functions of the Change-Control System
- Documenting Changes

Group exercise use change control

11.0 Managing the Project's Time

Learn how to:

- Apply the critical path method
- Use PERT methodology
- Estimate accurate activity durations
- Apply scheduling terminology
- Apply the Project Schedule Life Cycle
- Use Network diagrams and Gantt Charts
- Set up project constraints
- Use the WBS to develop a schedule

Group exercise developing a schedule

12.0 Managing the Project's Budget

Learn how to do:

- Cost Estimating and Forecasting
- Cost Budgeting
- Cost Control
- Cost Applications
- Earned Value Analysis

Group exercise creating a budget

13.0 Earned Value Concept

Learn:

- Cost/Schedule control systems criteria
- Benefits of using earned value methodology
- Earned value and the WBS
- Basic Performance Measurement Terms
- Cost Performance Measurements

Group exercise creating a budget

14.0 Managing the Project's Risk

Learn how to:

- Use the Work Breakdown Structure (WBS) to identify Project Risk
- Apply Risk Management definitions
- Identify and manage risk
- Develop and Risk plan
- Evaluate the probability for Risk Events
- Occurring
- Attach money and time value to risk

Group exercise using risk

