

PROJECT MANAGEMENT FUNDAMENTALS

GETTING STARTED DOWN THE RIGHT PATH

COURSE SUMMARY

A Project Management Methodology is a formalized collection of guidelines, best practices, and tools designed to help the firm deliver more of its projects on time, on budget, and with the expected product or service quality and usability. This course teaches the fundamentals of project management best practices that have become a global standard and walks through more practical ways of implementing the principles in your work environment.

This is an experiential workshop. The instructor will cover the process groups / phases of project Initiation, Planning, Execution/Control and Closing. The course uses a mix of lecture, short exercises, and a case study used as a project simulation in a team environment.

Considerable time will be spent experiencing project management in a simulation environment using an actual project case study as its basis. Teams will develop and brief a project plan that will include business requirements, major deliverables, work breakdown structure, risk analysis, a networked schedule with critical path, and a high-level budget and time estimate. Effective project management requires teamwork and control, so people issues and customer involvement are emphasized.

SPECIFIC COURSE OBJECTIVES

- ◆ Define a Project and its characteristics, and define Project Management and compare & contrast it to operations
- ◆ Explain and give participants experience using an effective process for Initiating and Planning a new project
- ◆ Discuss Stakeholders, their impact on projects, and ideas for managing their expectations and involvement
- ◆ Gain an understanding of managing Risks and Issues as well as other areas of project control
- ◆ Define and discuss some Project Scheduling concepts, such as: the Critical Path; Schedule Compression; Fast Tracking; and Resource Leveling
- ◆ Discuss the use of various tools, processes and outputs and their practical value in managing projects, such as: Gantt Charts; Scheduling Engines; Resource Graphs / Histograms; and Variance Analysis
- ◆ Learn about project Budgets and the project manager's role in budget and cost control (note: detail on this topic will vary by customer)

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- ◆ Obtain an understanding of the project manager's routine during the Execution phase, how to produce more usable status reports, and how to both understand variance reports as well as use them to regain project control
- ◆ Using an integrated case study, create each of the following team project deliverables in a team project simulation environment:
 - a. Risks, Issues, Assumptions, Constraints, and Out of Scope Items
 - b. Project Priorities Matrix
 - a. Business Requirements
 - b. Major Deliverables
 - c. Work Breakdown Structure
 - d. Network Diagram and Critical Path
 - e. Effort, Duration and Resource Estimates
 - f. Milestones
 - g. Specific Risk Analysis and Elaboration of Two Additional Project Controls
- ◆ Project Management is not all about "tools". The foundation of successful project management is good communications throughout the lifecycle of a project. During the course, we will discuss how to more effectively deal with the "human element" and, in effect, "survival project management". The course will address such topics as resolving resource conflicts, dealing with vendor delays, negotiating with stakeholders, and making the case for implementing good project management practices. The instructor will emphasize how project management processes, tools and techniques can be used to *improve* students' work lives *and* their project delivery!

This 3-day (or 4-day) course provides an overview of project management concepts & principles using lecture and discussion, small group exercises and a case study/simulation. The course allows each team to build an individual project plan from idea through planning, execution and closing – emulating the Project Management Life Cycle. DIDEX, LLC is certified as a Global Registered Education Provider (R.E.P.) and grants 21 (or 28 for the 4-day) Professional Development Units (PDUs) for this course.

Note: we encourage our customers to work with us to customize our courses for a more effective, meaningful delivery.
