

Workshop Outline



"Your Project Management Knowledge Connection"

OVERVIEW

You've just been assigned as project manager for a daunting project. Your success depends on your ability to manage key issues that cause conflicts through the project life cycle: scoping, scheduling and costing. If you fail to plan these issues, you plan to fail.

In this workshop, you will learn practical tools and techniques for planning, managing and balancing these and other key project constraints. The objective is to help you develop workable plans and processes that meet stakeholder needs, while keeping scope, time and budget on track. The workshop is aligned to the Project Management Institute's (PMI®) standards.

AUDIENCE

This workshop is intended for Project Managers or others who are currently or about to be involved in projects of any size and type. It is also for experienced Project Managers who want a refresher on project management concepts, tools and techniques, in order to enhance their ability to effectively manage projects. The workshop is very hands-on, hence we recommend limiting it to a maximum of 16 participants.

BENEFITS

- Understand the practical planning challenges associated with project scope, schedule and budget control
- Learn how to resolve key causes of poor requirements gathering
- Become familiar with the tools to shorten & compress schedules
- Analyze & determine where the risks are in schedules using a network diagram
- Acquire the skills to increase accuracy of time and cost estimates
- Understand the most accurate performance measurement method for progress reporting
- Learn change control to avoid schedule and cost overruns
- Balance project scope, time and cost to increase customer satisfaction

FORMAT

The hands-on format features interactive discussion, action-learning and team simulated exercises. You will be grouped into teams that will work together in "real-world" project environments. Each team will use the tools and techniques presented in the workshop, enabling you to experience the process of collaborative planning and see its effectiveness firsthand. In addition, hand-outs are provided for reference, dialogue sessions and reviews are conducted for experience and idea sharing, and guided feedback from the Workshop Leader to reinforce learning. This format will enable you to immediately apply the skills back at work.

TAKE-AWAYS

- Reference Manual
- Hand-Outs and Templates
- Certificate of Completion
- 21 PMI® Professional Development Units (PDUs)
- Website & Book References

COURSE CONTENT

Introduction

- Workshop Guidelines
- Introductions
- Workshop Objectives, Format & Agenda

Scope, Time & Cost Framework

- Key Concepts & Definitions
- Project Constraints
- Key Project Considerations
- The Project Life Cycle, Phases & Key Processes
- Essential Project Documents
- What Makes Projects Successful

Controlling Scope

- Identifying Stakeholders & Collecting Their Requirements
- Techniques for Collecting, Analyzing & Prioritizing Stakeholder Requirements
- Defining Scope to Develop the Work Breakdown Structure
- Practical Tips for Verifying and Controlling Scope Changes

Controlling Time

- Defining Activity Dependencies, Constraints & Relationships
- Developing Network Diagrams to Determine Schedule Risk
- Estimating Method Advantages & Disadvantages
- The Role of Teamwork in Developing a Workable Schedule
- Variance Analysis & Other Techniques for Monitoring & Controlling Schedule

Controlling Cost

- Estimating Techniques
- The Roles of Estimating Accuracy Types
- Determining a Reasonable Budget
- Identifying Factors & Risks that May Lead to Cost Overruns
- Taking Corrective Actions to Bring Expected Cost Overruns within Acceptable Limits
- Using Earned Value Analysis to Measure Performance

Workshop Conclusion

- Avoiding Mistakes of the Past - Tips to Remember
- Individual Opportunities for Improvement



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