

Workshop Outline



“Your Project Management Knowledge Connection”

OVERVIEW

Poor project planning and controlling are two key reasons projects fail. This valuable course looks at the total project management process: from planning and organizing to implementing and closing, with special emphasis on project planning and controlling. It will detail the stages and processes of controlling scope, quality, time and cost while at the same time managing risk and stakeholders at every stage of the process. The course will also emphasize the human factors that play an important role in every project. This workshop is aligned to the Project Management Institute's (PMI®) standards.

AUDIENCE

This workshop is intended for new Project Managers and those 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 it is recommended to limit to a maximum of 16 participants.

BENEFITS

- Comprehend project management terms and definitions
- Understand the roles & relationships of the project manager sponsor, steering committee and key stakeholders
- Become familiar with PMI's project management framework processes and knowledge areas
- Recognize how projects evolve and how to manage changes along the way
- Plan and execute projects by establishing positive project procedures and practices that encompass the full life cycle of a project
- Use collaborative processes to plan and execute projects
- Monitor and control project scope, quality, time, costs and risk
- Set realistic budgets and schedules
- Ensure stakeholder satisfaction throughout the project life cycle
- Enable delivery of the business benefits
- Build and organize an effective project team
- Employ good communication to reduce potential conflicts and ensure smooth project flow
- Lead and inspire project team members
- Improve team synergy using creative problem-solving

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 project management 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

Project Management Framework

- What is a Project vs. Program vs. a Portfolio
- Projects vs. Operational Work
- What is Project Management
- Why is Project Management Required
- What Makes Projects Successful
- The Project Phases and Life Cycle

PMI® Project Management Processes

- Initiating: Creating feasibility studies vs. project charters
- Planning: Building work breakdown structures and developing supporting schedules, budgets, risk registers and communications matrices
- Executing: Managing scope changes, risks and issues
- Monitoring and Controlling: Assessing, measuring and reporting on performance
- Closing: Seeking financial and contract settlement, formal acceptance, assessing project success, transitioning to the support organization



Inquire About Our
Customized Workshop
Solutions

PMI® Project Management Knowledge Areas

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management
- Procurement Management
- Stakeholder Management

Building Project Teams – Organizing for Effectiveness

- Key Project Roles and Relationships
- Organizational Planning – Building Project Teams

Managing The Project Team – Interpersonal Skills

- Leading, Motivating and Influencing
- Communicating and Negotiating
- Managing Conflicts
- Synergistic Problem Solving

Workshop Conclusion

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





LEARNING CENTRE

Inquire About Our Customized Workshop Solutions

If your business requires confidentiality or a tailored approach to your business, a customized approach is available. Call us at 604-461-0104, or email learning@ciki.ca.

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