

Workshop Outline



“Your Project Management Knowledge Connection”

Collaborators In Knowledge Inc. | E: learning@ciki.ca | W: www.ciki.ca

OVERVIEW

Poor project planning and controlling are two key reasons projects fail. This valuable course looks at the total project management process: from initiating, planning and organizing to implementing and closing, with special emphasis on project planning. It will detail the stages and processes of managing scope, time, cost, quality, risk, resources, communications 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
- Determine project context through key assessment factors
- Understand the roles & relationships of the project manager, project sponsor, sustainment sponsor, steering committees 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, time, costs, quality, resources and risk
- Set realistic budgets and schedules
- Ensure stakeholder engagement and 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

- Projects vs. Operational Work
- What is Project Management & Why Is It Required
- Understanding Project Context vs. Content
- Key Project Management Approaches
- What Makes Projects Successful
- Project Phases and Life Cycle

PMI® Project Management Processes

- Initiating: Assessing project context, understanding business benefits, creating project charters and stakeholder registers
- Planning: Developing scope, work breakdown structures, relevant plans, risk registers and conducting project kick-off
- Executing: Managing scope changes, risks, issues and stakeholders
- Monitoring and Controlling: Assessing, measuring, reporting on performance, and project realignment
- Closing: Seeking financial, legal and administrative closure, formal acceptance, assessing project success, and transitioning to the support organization



Inquire About Our
Customized Workshop
Solutions

PMI® Project Management Knowledge Areas

- Integration Management
- Scope Management
- Schedule Management
- Cost Management
- Quality Management
- 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
- Your Opportunities for Improvement





Inquire About Our Customized Workshop Solutions

If your business requires confidentiality or a tailored approach to your business, a customized approach is available, email learning@ciki.ca.

“Your Project Management Knowledge Connection”