

Course ID

PROJMGT2

Course Duration

2 days

Related Courses

- Project and Team Management Workshop (PROJMGT4, 4 days)
- Eogogics's professional and management development curriculum

Aimed At

Managers with the responsibility for leading project initiatives as well as professionals who wants to improve their planning, organization, execution and control skills.

Group Size

5-25

Prerequisites

None.

Course in a Nutshell

Learn the science and art of project management as defined in Project Management Body of Knowledge (PMBOK ®) of the Project Management Institute (PMI®), the premier certifying authority for project management.

Customize It!

Finish your projects on time and within budget by mastering the time-honored techniques for developing project plans, work breakdown structures, project schedules, and resource requirements. You will also learn how to control project baselines and changes throughout the project life cycle.

Expand the course to three or four days for a more in-depth treatment of the people management issues. The four day version satisfies the preparation requirements for the PMI Professional® certification.

Learn How To

- Develop customer requirements
- Organize a project plan
- Develop a work breakdown structure
- Assign work responsibilities
- Create network diagrams
- Utilize critical path methodology to do the right thing at the right time
- Develop project schedules
- Prepare estimates for project costs, work to be performed, and required resources
- Analyze and control the impact of project changes
- Identify, analyze, prioritize, and develop risk mitigation strategies
- Plan for contingencies
- Utilize qualitative and quantitative tools to assess and categorize risks
- Effectively close a project
- Develop lessons learned documentation

**Course
Outline**

- Opening
 - Introductions
 - Expectations
- Project Exercise
 - Exercise
 - Discussion
- Project Management Overview
 - Introduction
 - Project environment
 - Project stakeholders
 - Project management processes
- Project Scope Management
 - Components of scope management
 - Project charter
 - Customer requirements
 - Understanding exercise
 - Developing a scope statement
 - Work Breakdown Structure (WBS)
 - WBS exercise
 - Responsibility Assignment Matrix [RAM]
 - Scope change control and management
- Project Time Management
 - Project calendars
 - Network diagrams
 - Activity on Arrow [PERT]
 - Precedence
 - Gantt
 - Task relationships and dependencies
 - Network diagram exercise
 - Types of time estimates
 - Critical path methodology
 - Forward pass
 - Backward pass
 - Critical path identification
 - Schedule correction methods
 - Fast tracking exercise
- Project Risk Management
 - Components of risk
 - Risk characteristics
 - Risk management process
 - Risk identification
 - Risk quantification
 - Decision tree analysis exercise
 - Risk response planning strategies
 - Risk response control
- Other Knowledge Areas
 - Project quality management

- Project human resource management
- Project communications management
- Project procurement and contract management
- Project Closure
 - Customer closure
 - Administrative closure
- Project Integration

How You Will Learn

- A seasoned instructor who is PMP® certified by the Project Management Institute will present this course in “workshop” (70% lecture/ 30% practice) format
- You will learn the do’s and don’ts of preparing workable and attainable project objectives through the use of time tested project management processes.
- During the workshop, you will work in teams to plan, create, and present your own practice mini- project plans.
- You will receive a printed Participant Handbook which will help you remember and retain what you learned in class and apply it on your job.

Revised

Oct. 25, 2005