

Course ID
PROJMGT4
Course Duration
4 days

Course Title
Project and Team Management Workshop

Related Courses

- Project Management Workshop (PROJMGT2, 2 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.

Learn how to draft project plans, work breakdown structures, project schedules, quality plans, and resource requirements. Master techniques for controlling project baselines and changes throughout the project life cycle. Develop the skills to identify and assess project risks and implement plans to mitigate those risks. The course will also discuss the leadership styles that ensure team success!

Customize It!

For a less in-depth treatment of the subject, the course can be shortened to two or three days (please see the outline for the two-day Project Management Workshop). This four day version satisfies the preparation requirements for the PMI Professional® certification.

Learn How To

- Develop customer requirements
- Formulate project objectives
- Organize a project plan
- Develop a work breakdown structure
- Assign work responsibilities
- Create network diagrams
- Formulate quality plans
- Utilize the critical path method 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
- Develop project boundaries and success criteria
- Identify, analyze, prioritize, and develop risk mitigation strategies
- Plan for contingencies
- Utilize qualitative and quantitative tools to assess and categorize risks

- Determine communication requirements
- Develop a communications plan
- Manage conflicts
- Effectively close a project
- Develop lessons learned documentation

Course Outline

- Introduction
 - Definition of a project
 - Definition of project management
 - Project management knowledge areas
 - Organizational types
 - Project manager's role
- Project Management Processes
 - Initiating
 - Planning
 - Controlling
 - Executing
 - Closing
- Scope Management
 - Initiation
 - Project sponsor
 - Project charter
 - Scope statement
 - Work breakdown structure
 - Baseline development
 - Responsibility assignment matrix
 - Scope definition
 - Scope change control
- Quality Management
 - Approaches
 - Cost of quality
 - Quality planning
 - Quality control
 - Quality assurance
- Time Management
 - Duration estimates
 - Resource requirements
 - Skills matrix
 - Resource loading
 - Network diagrams
 - PERT
 - Precedence diagrams
 - Gantt charts
 - Relationships and dependencies
 - Critical path methodology
 - Schedule development
 - Calendars
 - Resource leveling

- Schedule recovery
 - Crashing
 - Fast tracking
- Cost Management
 - Estimating and forecasting
 - Types of costs
 - Resource loading
 - Cost control
- Risk Management
 - Types of risk
 - Components of risk
 - Risk identification
 - Risk quantification
 - Risk response planning
 - Risk response control
- Communications Management
 - Communications planning
 - Organizational impacts
 - Channels
 - Information distribution
 - Communications model
 - Problems
 - Barriers
 - Progress reporting
 - Closure
- Human Resource Management
 - Organizational planning
 - Functional
 - Matrix
 - Projectized
 - Leadership Styles
 - MBTI ®
 - Situational Leadership ®
 - Resource acquisition
 - Team development
 - Reward and recognition systems
- Procurement and Contract Management
 - Elements of a contract
 - Types of contracts
 - Procurement planning
 - Solicitation planning
 - Acquisition methods
 - Source selection
 - Contract administration
- Project Closure
 - Administrative closure
 - Lessons learned documentation

- Project team adjournment
- Project Integration Management
 - Plan development
 - Plan execution
 - Plan change control

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