

A Practical Approach to Planning & Controlling Projects

3 Day Seminar

About This Seminar

This highly interactive three-day seminar covers key elements of the nine (9) PMBOK® Knowledge Areas, including Project Scope, Cost, Time, Quality, Risk, Communications, Human Resources, Procurement, as well as Integration Management. Specifically, this seminar focuses on Project Scope, Cost, and Time Management, since these are considered the metrics of project management, . . . the variables by which project success is measured. In this seminar, attendees are introduced to and equipped with the project management processes, tools, and techniques that, when properly applied, will improve their opportunity for project success. In addition to learning *how* to apply them, attendees also learn *when* to apply them. Furthermore, the attendees are challenged to put these processes, tools, and techniques to practice using the case project, exercises, and scenarios presented during the seminar, including their application using commercially available project management software, namely Microsoft Project®. *Note: Previous training/experience with Microsoft Project is not a prerequisite for this seminar.*

Who Should Attend

Project Managers, Project Leaders, Project Coordinators, Project Administrators, Program Managers, Functional Managers, and Project Team Members representing government, owner, contractor, or vendor organizations who are responsible for or involved with initiating, planning, execution, monitoring & controlling, and closing of projects.

Seminar Outline

Module 1: Project Management Overview

- Project /Program Definitions
- Key Role/Responsibility of the Project Manager
- The Project Variables (i.e. The Metrics of Project Management)
- Project Life Cycle and the Five (5) Major Project Management Processes

Module 2: The Project Environment

- Basic Organizations Structures for Managing Projects
- Projects Classification
- Projects Portfolio Management
- Resource Commitment
- Contract/Vendor Management

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Module 3: Project Planning Process

- Four (4) Major Components of Project Planning
- Project Plan Development Methodology
- The Project Management Plan/Requirements Document
- Project Qualitative Risk Management Process
- Product Scope - Deliverables
- Project Scope - Work Breakdown Structures (WBS)
- Project Cost/Budget Plan
- Project Schedule Plan
- Project Staffing Plan

Module 4: Project Progress Monitoring & Baseline Analysis

- Managing with the Project Model
- Project Progress & Status
- Variance Analysis & Exception Reporting
- Integrated Change Management

Module 5: Project Control & Administration

- Project Communications Plan
- Project Documentation
- Project Manager's Responsibilities
- Project Manager's Required Skills
- Closing the Project