

ESSENTIALS FOR EFFECTIVE PROJECT MANAGEMENT

2 Day Seminar

About This Seminar

This two (2) day seminar is designed for organizations/individuals seeking an understanding of project management and the essential tools/techniques needed to make it work. Unlike courses that cover a plethora of tools/techniques available to the project management profession, this seminar “cuts-to-the-chase”, by introducing and explaining the basic processes, tools, and techniques from A Guide to the Project Management Body of Knowledge (PMBOK® Guide) that are essential for effective management of small-to-medium size projects. Furthermore, this seminar goes beyond to discuss/demonstrate some “best practices”, including how these tools/techniques are practically applied using commercially available software, including Microsoft Excel®, Project®, and Word®. In addition, each attendee is provided with an electronic file/template of the software tools/techniques demonstrated, which may be immediately applied to their projects.

Who Should Attend

Senior Management, Functional Managers, Program Managers, Project Managers, Project Team Members, and Program/Project Support Personnel.

SEMINAR OUTLINE: Following is an outline of the six (6) modules presented:

Module 1: Project Management Overview

- Definition of Project/Program
- Definition of Project Management
- Benefits & Liabilities of Project Management
- Project Success Factors

Module 2: Project Initiating

- The Project Charter
- The Project Variables

Module 3: Project Planning

- Developing the Project Plan
 - Background Statement & Objectives
 - Product Scope (including PBS – Product Breakdown Structure)
 - Project Scope (including WBS – Work Breakdown Structure)
 - Organization Breakdown Structure (OBS)
 - External Dependencies & Constraints
 - Exclusions & Assumptions
 - Project Qualitative Risk Management

Module 3: Project Planning (Continued)

- Developing the Project Plan (Continued)
 - Project Budget & Schedule Plan
 - Project Communications Plan
 - Project Issues & Changes Control Plan
- The Project Baseline

Module 4: Project Executing, Monitoring, and Controlling

- Using the Project Baseline
- Performance Measurement
- Project Issues & Change Control
- Monitoring Project Risk

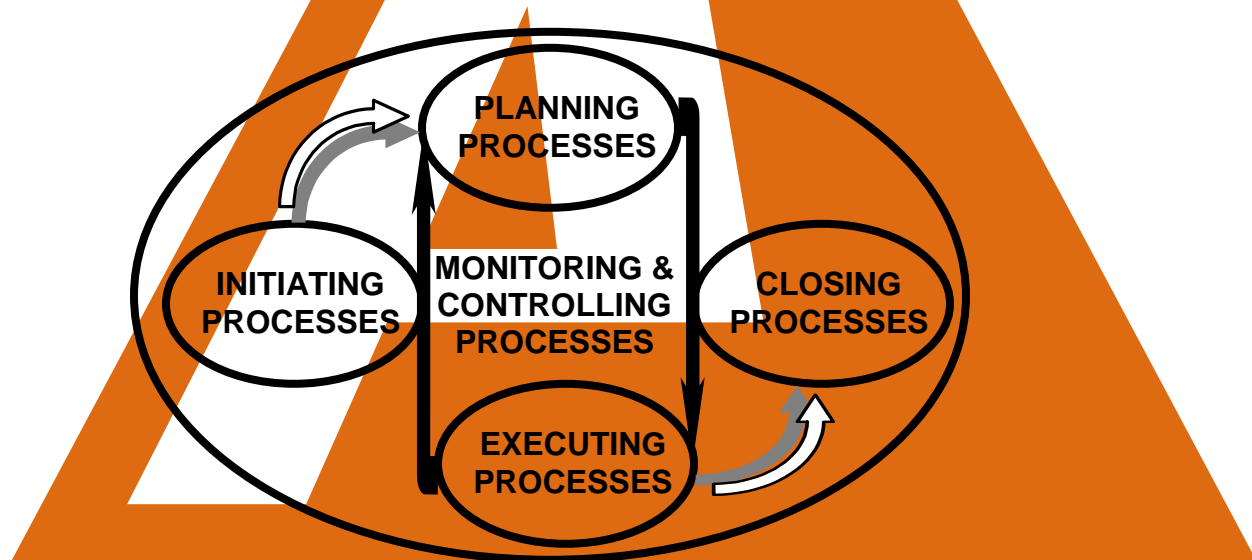
Module 5: Project Closing

- Customer Acceptance
- Project Documentation & Files
- Lessons Learned

Module 6: Summary

- Project Manager's Responsibilities
- Project Manager's Required Skills

PMBOK® –FIVE MAJOR PROJECT MANAGEMENT PROCESSES



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