

# Project Management I - 4 1/2 Day

## *Initiating and Planning*

***PDU's - 30***

### **PMI's Talent Triangle Breakdown**

Technical - 13.50  
Leadership - 12.00  
Strategic - 4.50

### **PMI's Certification Breakdown**

PMP/PgMP - 30.00  
PMI-ACP - 16.50  
PMI-SP - 17.25  
PMI-RMP - 16.50  
PfMP - 16.50  
PMI-PBA - 16.50

***Course Description:*** Participants will begin their journey into project management concepts, theories, and foundational processes. This is the first of four courses specifically designed to align with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices which will be taught from the best practices.

***Method of teaching:*** Students will use discussion, cases, and group activities to facilitate the course.

### ***Course Objectives:***

#### ***Initiating and Planning Module***

##### **Objective 1: Define the six step project management process**

- Examine the project's life cycle
- Recognize five ways to give proper leadership within culture
- Design an agenda for the first project team meeting
- Identify the triple constraints of every project
- Define the project drivers
- Demonstrate interviewing techniques that will assist in determining project specifics
- Review constraint red flags to watch
- Show how to set, control, and monitor project scope
- Summarize major areas to brainstorm

##### **Objective 2: Classify who to place on your project team**

- Label role descriptions and project responsibilities when you have no position power

#### ***Communication Module***

##### **Objective 3: Analyze the value of project interviews**

- Evaluate how to approach people
- Identify perception
- Examine what impacts project perception
- Compare reducing perception differences
- Discuss how to gain understanding
- Demonstrate what to do when you mess up

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## **Objective 4: Analyze communication styles**

- Develop ways to increase understanding
- Compare kinds of project communication
- Describe what communication should be communicated upline
- Examine reasons why communicating upline is extremely difficult

## **Objective 5: Identify questions to ask if miscommunication is common**

- Evaluate verbal softeners
- Detail characteristics of a poor listener
- Predict obstacles of listening during projects

## **Objective 6: Define project management's role in project meetings**

- Describe ingredients of effective project meetings
- Evaluate receiving feedback on performance
- Design responses to negative project feedback
- Compare techniques for disagreeing
- Discuss caution signs that a disagreement is turning into a conflict
- Formulate seven stages of intergroup conflict in project teams
- Describe ways to reduce intergroup conflict in project meetings

## ***Project Facilitation Module***

### **Objective 7: Discuss the definition of project facilitation**

- Evaluate benefits of facilitation and how it will help your organization
- Discuss facilitation mess-ups during projects
- Examine the creation and usage of a code of conduct for the session
- Assess core duties which facilitators must do before, during and after a facilitation session
- Discuss best practices for setting meeting objectives and goals

### **Objective 8: Analyze body language and tone of voice which individuals use to communicate**

- Examine ways to clarify body language of others
- Discuss five useful ways for brainstorming during projects
- Analyze the proper usage of questions to engage the audience
- Formulate paraphrasing techniques for clarifying the meaning and message of others
- Compare different ways to use probing, bridging and redirecting skills
- Discuss the positives of having a devils advocate in project teams
- Examine professional ways to handle the negative participant

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- Analyze assertiveness techniques to be used by facilitators
- Formulate a standard preparation plan for starting a facilitation
- Examine best ways to be prepared for facilitation sessions
- Discuss best practices for ending a facilitation session

### **Objective 9: Describe the role and functions of a recorder in project teams**

- Discuss best practices for the recorder and creating minutes for determined actions
- Design rules for when using a buddy system during a facilitation session

### **Objective 10: Analyze tactics for handling resistance in project meetings**

- Evaluate the impact of conflict to the participants

### ***Project Team Time Management Module***

### **Objective 11: Discuss myths and realities of time management**

- Examine excuses for not managing your individual time
- Define roles and responsibilities which demand time
- Examine how to balance your time to create total human wellness in your life

### **Objective 12: Review qualities of time management**

- Define guidelines of time management

### **Objective 13: Evaluate causes of procrastination**

- Compare ways to stop procrastination
- Describe ways of dealing with deadlines
- Organize to set proper deadlines
- Create goals to help budget your time
- Evaluate the four D's in managing time more effectively
- List ways to say "No"
- Explain how to set and establish priorities
- Identify ways to plan your work and learn how to plan
- Create ways to handle the paper work
- Discuss time tips on interruptions and decisiveness
- Discuss time tips on the telephone and in meetings
- Formulate time tips on personal habits
- Evaluate how to organize yourself

## ***Project Management I Best Practices***

### **PROJECT MANAGEMENT OVERVIEW**

#### **INTRODUCTION**

- Project Management Methodology Concept
- What is a Project?
- Roles and Responsibilities
- Planning Process

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## **PROJECT INITIATING AND CONCEPT DEVELOPMENT**

- What is Project Management Methodology?
- Project Management is an Iterative Process
- The Relationship of Project Management to the System Development Life Cycle (SDLC)
- Applicability of the Methodology
- Tailoring of the Methodology to Specific Project and Specific Organizations
- Continual Improvements

## **WHAT IS A PROJECT?**

- What is a Project?
- Temporary Process
- Well-Defined Goals
- Project Constraints
- What is Project Management?

## **ROLES AND RESPONSIBILITIES**

- Roles and Responsibilities
- Who is Part of the Project Team?
- Importance of Stakeholders
- Project Manager
- Project Sponsor
- Steering Committee
- Development Team
- Configuration Management
- Quality Assurance
- End User
- Project Review Team Management
- Division of Purchases

## **PLANNING PROCESS**

- The Evolving Plan
- The Planning Process
- Planning in the Initiating Phase
- Planning in the Planning Stage
- Planning in the Project Start-up Stage
- Planning in the Project Execution Stage
- Planning in the Project Close-Out Stage