Comprehensive Project Management - 2 Day

PDUs - 13

PMI's Talent Triangle Breakdown
Ways of Working - 12.00
Power Skills - 1.00

PMI's Certification Breakdown
PMP - 13.00
PMI-ACP - 1.00
PMI-SP - 1.00
PMI-RMP - 1.00
PfMP - 1.00
PMI-PBA - 1.00

face-to-face

virtual
instructor-led

Course Description: This intensive two-day course will focus on ways employees can run projects faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path, and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide.*

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

Course Objectives:

Objective 1: Define the six-step project management process
- Examine the project's life cycle
- Define the project drivers
- Identify the triple constraints of every project

Objective 2: Discuss five ways to give proper leadership within your culture
- Classify how to manage the project through influence rather than power
- Design an agenda for the first project team meeting
- Identify a checklist for team meetings

Objective 3: 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
- Manage brainstorming and planning meetings

Objective 4: Classify who to place on your project team
- Label role descriptions and project responsibilities when you have no position power
- Create a modified code of conduct for running an empowered team

Objective 5: Examine forms in scheduling a project and possible scheduling issues

- Formulate a Work Breakdown Structure
- Discover how to track multiple projects
- Evaluate a real timeline
- Evaluate why time calculations are wrong
- Examine the characteristics of a milestone
- Analyze the strengths and weaknesses of a Gantt chart

Objective 6: Define the critical path

- Evaluate the strengths and weaknesses of a critical path
- Discuss how to handle delays
- Discuss the effects of a late start
- Summarize danger signals for which to watch
- Assess how to crash a project

Objective 7: Examine steps in creating a project budget and developing a master budget control process

- Discuss the implementation of a project plan

Objective 8: Identify seven things which must be communicated in every project

- Review who should be communicated to
- Evaluate the results of poor communication
- Analyze signs of poor updates
- Describe ways to communicate bad news
- Apply close down checklists and handoff procedures
- Identify phase-out of the project
- Perform a postmortem