

Project Integration Management – 1 Day

***PDU*s – 6.5**

PMI's Talent Triangle Breakdown

Technical - 5.50

Leadership - 1.00

PMI's Certification Breakdown

PMP/PgMP - 6.50

PMI-ACP - 1.00

PMI-SP - 2.00

PMI-RMP - 1.00

PfMP - 1.00

PMI-PBA - 1.00

Course Description: This one-day course will focus on ways employees can run projects faster and more effectively. This course will teach participants 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. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow one or more of 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

Objective 2: Design a proactive interview process

- Demonstrate interviewing techniques that will assist in determining project specifics
- Show how to set, control, and monitor project scope
- Manage brainstorming and planning meetings

Objective 3: 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
- Classify how to manage the project through influence rather than power

Objective 4: Examine forms in scheduling a project and possible scheduling issues

- Formulate a WBS (Work Breakdown Structure)
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Analyze strengths and weaknesses of a Gantt chart

(Continued on next page)

Objective 5: Examine steps in creating a project budget and developing a master budget control process

- Discuss implementation of a project plan

Objective 6: Identify important items which must be communicated in every project

- Review who should be communicated to
- Describe ways to communicate bad news

Objective 7: Apply close down checklists and handoff procedures

- Identify phase out of the project
- Perform a postmortem

Objective 8: Examine the integration process in project management

- Examine integration skills needed by the project manager
- Define the major processes in project integration
- Detail the integration process of project plan development
- Detail the integration process of project plan execution
- Detail the integration process of project change control

Project Integration Management - 3 Day

PDU's - 19.5

PMI's Talent Triangle Breakdown

Technical - 15.50
Leadership - 3.00
Strategic - 1.00

PMI's Certification Breakdown

PMP/PgMP - 19.50
PMI-ACP - 4.00
PMI-SP - 5.00
PMI-RMP - 4.50
PfMP - 4.00
PMI-PBA - 4.00

Course Description: This three-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. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow one or more of 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
- Assess five ways to give proper leadership within culture
- Identify the triple constraints of every project
- Define the project drivers

Objective 2: Design an agenda for the first project team meeting

- 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

- Identify a checklist for team meetings
- Analyze signs of poor updates

Objective 3: 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
- Classify how to manage the project through influence rather than power

(Continued on next page)

Objective 4: Examine forms in scheduling a project and possible scheduling issues

- Formulate a WBS (Work Breakdown Structure)
- Discuss how to track multiple projects
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart

Objective 5: Define the critical path

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

Objective 6: Examine steps in creating a project budget and developing a master budget control process

- Discuss implementation of the project plan

Objective 7: Identify seven things which must be communicated in every project

- Review who should be communicated to
- Evaluate the results of poor communication
- Describe ways to communicate bad news

Objective 8: Apply close down checklists and handoff procedures

- Identify phase out of the project
- Perform a postmortem

Objective 9: Examine the integration process in project management

- Examine integration skills needed by the project manager
- Define the major processes in project integration
- Detail the integration process of project plan development
- Detail the integration process of project plan execution
- Detail the integration process of project change control