

Course Overview

The Challenge

Within virtually every enterprise there is a growing understanding of just how crucial successful projects are to financial well-being. After all, our ability to reach Strategic Objectives largely depends on the success of our major initiatives. However, project success depends on participation at all levels of the organization. It is only through a shared understanding of how projects are defined, funded, planned and executed that we can regularly obtain the long-term value we need from our projects.

The Solution

Overview of Project Management provides a full day of practical training in critically important project management concepts and techniques. Participants are shown how to support selection of the best projects, obtain stakeholder buy-in to project goals and approach, create a project plan that is an effective guide to project action, prevent scope creep, minimize issues through proactive risk management, and execute a successful project delivery and more. This course supplements PMBOK® concepts with a project approach that is designed to overcome common sources of project failure. The importance of maintaining a focus on the delivery long-term project value (Project Value Management) is a recurring theme. In clear and simple language, this course explains how to successfully complete a project that can deliver Business Value. Course topics include:

- Sources of project success and failure
- Project and product lifecycles
- Purpose of every project: Realization of Business Value
- Identifying, analyzing and managing stakeholders
- Project Charter: Supporting the work of project selection
- Defining scope, schedule and budget
- Resource Planning
- The Communication Strategy
- Using change control and risk management to keep scope, time, and cost in balance
- Building quality into deliverables
- Keeping management informed: status reports and forecasts
- Delivering the goods: Planning and executing an effective Transition
- Using Project Close to lock in value

Who Should Attend?

This course is ideal for functional managers, project team members, key project stakeholders, and anyone with project responsibility who needs a basic understanding of core project management practices.

Prerequisites

This course assumes minimal experience with project work.

Course Information

- **Duration:** 1 day
- **Typical class size:** 6 to 40 attendees
- **Participants receive:**
 - PMP®-certified instruction
 - Student Guide
 - Certificate of Participation

Course Outline

Section 1: Introduction

- What is the source of project failure?
- What is the source of project success?
- Why IT projects are different
- Course blueprint

Section 2: Defining Project and Project Management

- What is a project?
- What is project management?
- Programs and portfolios
- Other PM terminology
- IPECC
- PM methodology
- Stakeholders
- Impact of change

Section 3: The Project Initiation Phase

- Definition and Purpose
- The Project Charter
- Use
- Content
- Benefits
- Stakeholder analysis
- Triple Constraint
- Estimation

Section 4: Managing Scope

- Product versus Project Scope
- WBS
- Requirements process, types & tools
- Scope Control

Section 5: Schedule and Budget

- Schedule

- Budget and procurement
- Project Performance Baselines

Section 6: Quality

- Quality Control (QC)
- Quality Tools
- Requirements Traceability Matrix
- Quality Assurance (QA)
- Seven Steps to Project Quality

Section 7: Managing Project Risk

- Risk definition
- Work of risk management
- Sources of risk
- Risk Register
- Evaluating Risk
- Risk Response Planning
- Controlling Risk

Section 8: Communication

- Communication Planning
- Communication Tools
- Good Meeting Practice
- Document Control

Section 9: Project Execution

- Work of project execution
- Status reports
- Change control

Section 10: Transition Planning

- Business Value
- Blocks to Transition
- Transition Tools
- Transition Benefits

Section 11: Project Close

- Contract closure

This course includes 10 hands-on exercises and facilitated discussions. Course material is fully PMBOK® and BABOK® compliant.

Learning Approach

- A highly experienced instructor will use interactive lecture format, short exercises, group discussions and other techniques to drive home the essential points of this material
- We will build on whatever project experience you have while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Why Should I Take This Course?

- This course makes clear the importance of keeping realization of Business Value as a primary focus of the project.
- Project team members and stakeholders will discover a vocabulary and framework that lends structure and perspective to the experience they already have.
- All participants will find that the exercises in this course reinforce primary concepts used to manage a project.
- Take this course and learn how to avoid many of the problems that project teams most often encounter.

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