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Exploring Project Management
2 day Class

Course Description:

This seminar provides an introduction to Project Management and the core concepts and best practices used in this discipline. During the course, project management "best practices" will be introduced, and put into context through various exercises, scenarios and case studies. The course is designed as a practical workshop, and learning by doing is a key component. As such, class participants will be asked to work on sample "projects" and be assigned deliverables to produce within a specified time frame. After each exercise, a review will be conducted offering comments and suggestions for improvement.

Attendee Profile:

Project Team Members, Project Leaders, Team Leaders, Project Managers, Line of Business Coordinators, Business Analysts and anyone who is responsible for the delivery of projects in a cross-functional environment is a candidate for this program.

Course Goals:

- Develop a foundation in core project management concepts.
- Apply project management tools and techniques to managing real-world projects.
- Discover and apply proven project risk management processes.
- Develop a plan for managing project communications.
- Learn how to adapt your leadership style to match the development stage of the project team.
- Learn practical tips and ideas that can be applied in a team-based environment.

Course Outline:

Day 1

1. **Introduction**
   Session Overview
   What is a Project?
   Exercise – Project Success vs. Project Disappointments
   Related Definitions
   Where do projects come from?
   Portfolio Management
   Goals of Project Management
   Exercise – Problems that could be solved using a Project Management approach

Day 1 – continued…

2. The Project Management Framework
> Role of the Project Manager
> The Triple Constraint
> How Do You Define Success?
> What is Quality?
> Product vs. Process Quality
> Quality Planning
> *Sample Project - Case Study*

3. Project Planning
> Project Scope Statement
> *Exercise – Plan the scope for the team project*
> Work Breakdown Structure (WBS)
>> Product-oriented WBS
>> Process-oriented WBS
> Steps for decomposing a project
> *Exercise – Create a WBS for the assigned section(s) of the Course Case Study*

Day 2
> Developing the Schedule
> Activity Lists
> *Exercise – Develop the Activity List*
> Project Schedule Network Diagram
> Gantt Charts
> *Exercise – Schedule Development*

4. Project Risk Management
> Project Risk
> Risk Management – A Structured Approach
> Identify Risks
> Assessing Risk
> *Exercise – Risk Scenario*
> Plan Risk Responses
> Risk Monitoring
> Risk Control
> Issues and Issue Management

5. Project Communication Management
> Plan Communications
> Communications Planning Table
> *Exercise – Communications Planning*
> Calculating Variance
> Meeting Guidelines
> Team Development

6. Project Closure
> Lessons Learned
> Course Summary
> Course Review