Project Management Fundamentals for Managers and Sponsors®

BASED ON *A GUIDE TO THE PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK® GUIDE)*

As a manager or sponsor responsible for the successful outcomes of projects, you have a unique set of responsibilities. This course is designed specifically to ensure you have the expertise to both perform meaningful oversight and be supportive to your project teams.

OVERVIEW

In order to fully and successfully support projects you need to understand the general framework of how project management works in terms of standards, tools, techniques, and approaches. Projects are the lifeblood of implementing innovation, improving your operation, growing your company, and improving organizational efficiency. This course presents the key concepts that will help you to ensure your project teams are managing their projects effectively, and to make certain the projects achieve their strategic goals and objectives.

The language and context of project management is key to being able to create an environment in which project management success is supported and project management failure – and organizational failure – are avoided.

WHO SHOULD ATTEND?

Managers of project teams, project sponsors, project steering committee team members, and project executives

OUTCOMES

Upon completion of the course, participants will be able to:

- Balance projects across your resource base
- Accurately assess project progress
- Effective control projects with confidence and ease
- Maximize resources to meet strategic objectives
- Handle difficult problems
- Track status and identify variances with ease
- Read and understand project plans
- Improve communication across your organization

SUMMARY

- Four to eight-hour tailored classroom program
- Certified *Project Management Professional*® facilitators
- Topics selected appropriate for project leaders in an oversight and sponsorship capacity

PROJECT STRATEGY
C O N S U L T I N G
G R O U P
IMPROVING THE CLIENT CONDITION

PMI®
Consultant Registry

PROJECT MANAGEMENT FUNDAMENTALS TOPICS COVERED

- The successful project management framework

- Understanding project governance

- Organizing projects and responsibility

- Project communication

- Establishing an environment for project control

- The language of project management

- Handling problems effectively and quickly

- Project models and frameworks

- Effective governance and oversight of projects

"The reality is that without this instruction our management teams would never have connected with their project crews in any meaningful way.
This helped us so much with better achieving our objectives and we are very grateful for the seminar."

Project Management Fundamentals

Program Length
One-day or half-day program led by an executive-level PMI-certified *Project Management Professional*® facilitator

Learning Methods
Engaging adult learning techniques are employed to challenge participants to understand the complexities of their role in project management through interactive discussions using real-world examples.

Reinforcement Tools
Participants practice applying their skills using individual and team-based exercises and case studies tailored for executives and managers

The Project Strategy Consulting Group is a Registered Consultancy of the Project Management Institute and offers a wide range of consulting and educational opportunities to its clients, including ongoing complimentary thought leadership and on-demand guidance. Our project management offerings include competency assessments which may be leveraged as part of the teaching process or to assist with the delivery of appropriate training for your organization's staff. Contact us to learn more.

"The role of the executive sponsor is to ensure the vision of the company and the vision of the project remain in lock-step as the project is in execution.
— CHRIS TYLER, CONIFER HEALTH SOLUTIONS, FRISCO, TEXAS, USA

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Quotes from PMI's *Executive Guide to Project Management*.

COURSE SYLLABUS

Introduction
The first module introduces the executive to the key aspects of projects that make them unique. It's these aspects that drive the framework and structure of project management and highlight the importance of key project tools and methods.

- What constitutes a project
- Making and meeting rational commitments
- The importance of project management

Elements of Project Management Systems
This module presents key elements of project management that make it successful. You'll learn different life cycles as well as the key processes involved in executing projects.

- Life cycles and methodologies
- The processes involved in the successful management of any project
- Project planning
- Monitoring and controlling during the execution stage of the lifecycle
- Configuration and scope management
- Project organization and responsibilities

Potential Project Problems
Many executives feel helpless when project problems arise. In this module, we'll examine common project problems and your role in getting the project back on track.

- Planning phase missing
- Lack of control: scope/configuration changes
- Resource conflicts – multiple project impact
- Communication failures
- Lack of schedule and cost control

What to Look for in a Project Plan
Part of your role in project governance is ensuring your project managers develop accurate and thorough plans. This module presents key planning elements necessary for successful project execution.

- The Work Breakdown Structure
- Schedule and milestones
- Responsibilities and commitments
- Communication
- The Project Budget
- Tracking, control, and change management
- Automated tools

Evaluating Project Performance
Once your project starts, you'll want to make sure it's on track. This module presents key performance evaluation techniques.

- Project control
- Finding variances and their causes
- Asking the right questions
- Setting the right environment for control

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Project managers with the right experience and credibility don't need somebody hovering over them. They need mentoring and guidance rather than management. —GINA BARLOW, KPMG NEW ZEALAND, WELLINGTON, NEW ZEALAND