Successful Project Management®

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

Designed by practitioners for practitioners, this course is targeted to serious project managers who need to handle tough projects.

OVERVIEW

Developed by seasoned *Project Management Professionals®*, this seminar steps through the full life cycle of project management. Specifically created for project management practitioners who need to navigate the rough waters of challenging projects in a setting tailored for their unique challenges, this course covers the basics of project management, including requirements writing, work breakdown structures, and planning techniques, then introduces phase/gate reviews, work packages, risks, and other advanced topics. Learners will be able to develop strong cross-functional teams, create solid project scope statements, handle changes and scope creep, and build – and keep – senior management support for the project.

This course is intended for project managers running medium to large-scale and cross-functional projects. Functional managers, line managers, and business architects and analysts who work as group leaders on projects and are responsible for developing parts of projects or sub-projects should also attend.

OUTCOMES

Upon completion of the course, *Successful Project Management®* participants will be able to:

- Distinguish achievable goals from unachievable goals
- Develop a project scope that generates buy-in from senior managers and stakeholders
- Get your projects done on time, every time
- Work with functional managers to balance resources across the organization
- Create a successful plan — even with difficult and high-risks projects
- Handle changes throughout the full project life-cycle
- Pass quality control inspections — the first time
- Reduce or eliminate poorly-defined requirements
- Build and maintain senior management support
- Develop strong project teams, both inside your department and across departments

SUMMARY

- Four to six-day tailored classroom program
- Certified *Project Management Professional®* facilitators
- In-course lessons and homework tailored to attendees' existing projects

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

PMI®
Consultant Registry

SUCCESSFUL PROJECT MANAGEMENT®
TOPICS COVERED

- Project models and frameworks

- Project phases and knowledge areas

- How to write project requirements

- Building the project team in both project-based and matrix environments

- The Work Breakdown Structure (WBS), including work packages and project phasing

- Gantt Charts, precedence diagrams and Critical Path Methodology (CPM)

- Resource management tools

- Use CPM to balance resources between project and functional responsibilities

- Dependencies and interrelationships

- Project change management

- Communicating to the project team, clients, senior management, and stakeholders

- How to handle project risk and change management to prevent scope creep

Successful Project Management®

Who should attend?
All professionals who want to increase their ability to contribute to the success of their organization

Program Length
Six-day program led by multiple PMI-certified *Project Management Professional*® facilitators.
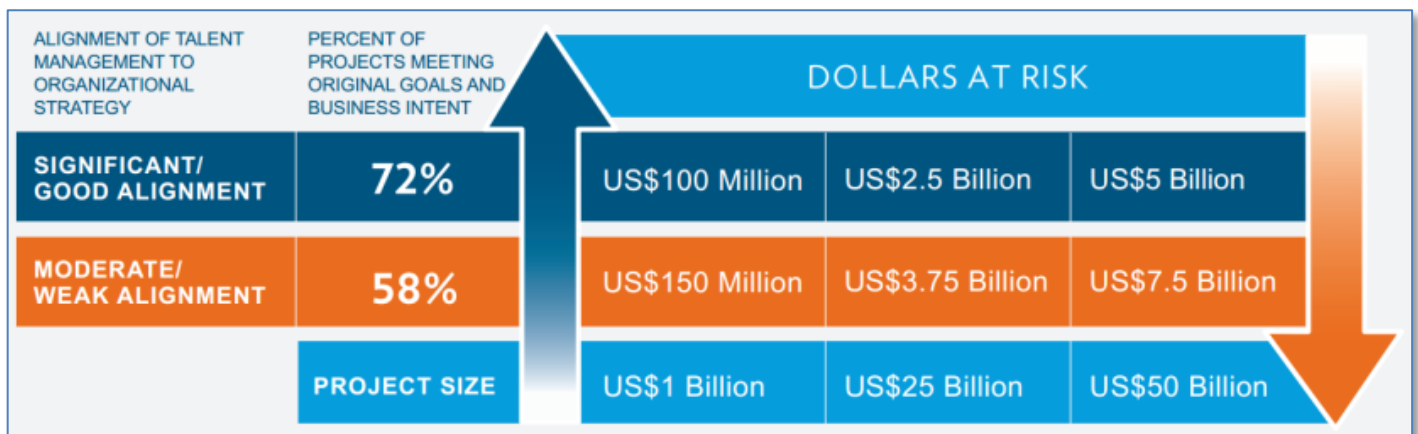
Learning Methods
Lecture, exercises, role-plays, peer and trainer feedback

Reinforcement Tools
Participant guides, exercises, group discussions and breakouts, simulations, and development of a post-course accountability plan

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.

ALIGNMENT OF TALENT MANAGEMENT TO ORGANIZATIONAL STRATEGY	PERCENT OF PROJECTS MEETING ORIGINAL GOALS AND BUSINESS INTENT	DOLLARS AT RISK		
SIGNIFICANT/ GOOD ALIGNMENT	**72%**	US$100 Million	US$2.5 Billion	US$5 Billion
MODERATE/ WEAK ALIGNMENT	**58%**	US$150 Million	US$3.75 Billion	US$7.5 Billion
	PROJECT SIZE	US$1 Billion	US$25 Billion	US$50 Billion

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Financial benefits data derived from PMI's Pulse of the Profession In-Depth Study on Talent Management (2013).

COURSE SYLLABUS

Develop your Framework
The first module focuses on establishing a solid foundation for project management and the seminar. We establish a common language; identify common and specific problems facing project managers, and review project frameworks.
- Industry standard project management terms
- Project and product life cycles
- PMI project management process framework
- Roles and responsibilities of the project manager, sponsor and the project team
- Organizational structure (function, matrix, project)

Initiate the Project
Wise project managers know where their projects fit in the organization. Project initiation ensures the project aligns with organizational objectives and stakeholders both understand and support the project's ultimate objectives.
- Creating a project charter
- Establishing a clear project objective
- Determining deliverables and project scope boundaries
- Negotiating the initial triple constraint trade-off
- Identifying project stakeholders
- Creating the stakeholder register and management strategy

Define Scope and Requirements
Project scope definition is probably the least understood area within the common project management frameworks. In this module, we examine successful techniques for developing a solid project scope.
- Project requirements
- Tools for writing requirements
- Handling fuzzy requirements
- The Project Scope Statement

Develop the Work Plan
Once the project scope is developed and agreed-upon, the project manager works with their team to develop the project work plan. Here, we examine the work breakdown structure, work packages, and project phases.
- Creating a communication plan
- Collecting and documenting project requirements
- Creating a Responsibility Assignment Matrix (RAM)
- Documenting elucidated project scope
- Creating a quality management plan
- Planning and organizing procurement activities

Determine Resource Needs
The project team must be cohesive and productive. Learn how to develop and maintain a solid project team even in a matrix environment.
- Aligning skills to activities
- The Skills Inventory
- Resource Assignment Matrices (RAMs)
- Estimating resource effort
- Fine-tuning estimates

Develop the Schedule and Cost Baselines

The project precedence diagram and critical path provide the project manager with the tools they need to handle changes, focus the right resources, and handling high-risk issues easily and proactively.

- Develop the schedule
- Scheduling using Critical Path Methodology (CPM)
- Schedule compression techniques
- Estimating the project duration
- The cost baseline and "S" curve

Finalize the Plan

Once your project plan has been developed, learn to communicate the plan to generate buy-in and acceptance; and identify risks to strengthen your plan.

- Develop the project communication plan
- Purpose of communication
- Forms of communication
- Elements of the communication plan
- Project risk management
- Identify, analyze and prioritize risks
- Determine risk response actions
- Revising the project plan to include risk response actions and triggers
- Establishing an on-going risk management process
- Change Management Plan
- Establish a change management process
- Defining configuration management strategy
- Establish the project scope, cost, and schedule baselines
- Obtain project plan approval

Execute the Plan

Simple, yet effective project control helps the project manager know where to spend their time to ensure success without losing sleep. Learn the techniques for successful project execution and control.

- Collecting the four key project metrics
- Reporting on project progress to stakeholders
- Applying earned value analysis
- Determining adaptive actions
- Monitoring and controlling risks

Gain Acceptance and Closure

Probably the highest return on investment in project management today, the project closure, including lessons learned helps ensure success for your next projects. Learn the techniques for handling lessons learned as well as administrative and stakeholder closure for your projects.

- Obtaining formal acceptance of project results
- Ensuring an environment for effective product support
- Closing out contracts
- Collecting and archiving lessons learned
- Conducting a lesson's learned session
- Administrative closure

Project Management at Your Organization

The final module focuses on the unique project management support structures, policies and procedures, and culture within your own organization. We examine these with an eye toward how to ensure that the preceding lessons can be effectually managed and maximized within your own frameworks and methodologies.

- Defining and initiating new projects
- Prioritizing projects
- Reporting project progress
- Expectations of your organization's project managers