PRACTICAL PROJECT MANAGEMENT

How to understand and manage projects from initiation to close-out

Course	Target Audience	Days
Practical Project Management *A practical approach to managing projects from initiation to close-out*	Executives, project managers, functional managers, project contributors, and team members	2-3 days

Course Description

This course teaches participants how to successfully initiate, plan, execute, control, and close-out projects. Participants will be introduced to practical industry best practices, project management concepts, terminology, and methods based on the Project Management Institute's Project Management Body of Knowledge. Our hands-on training is extremely practical and gives participants the conceptual and practical tools, templates, and checklists they need to collaborate on and manage projects successfully.
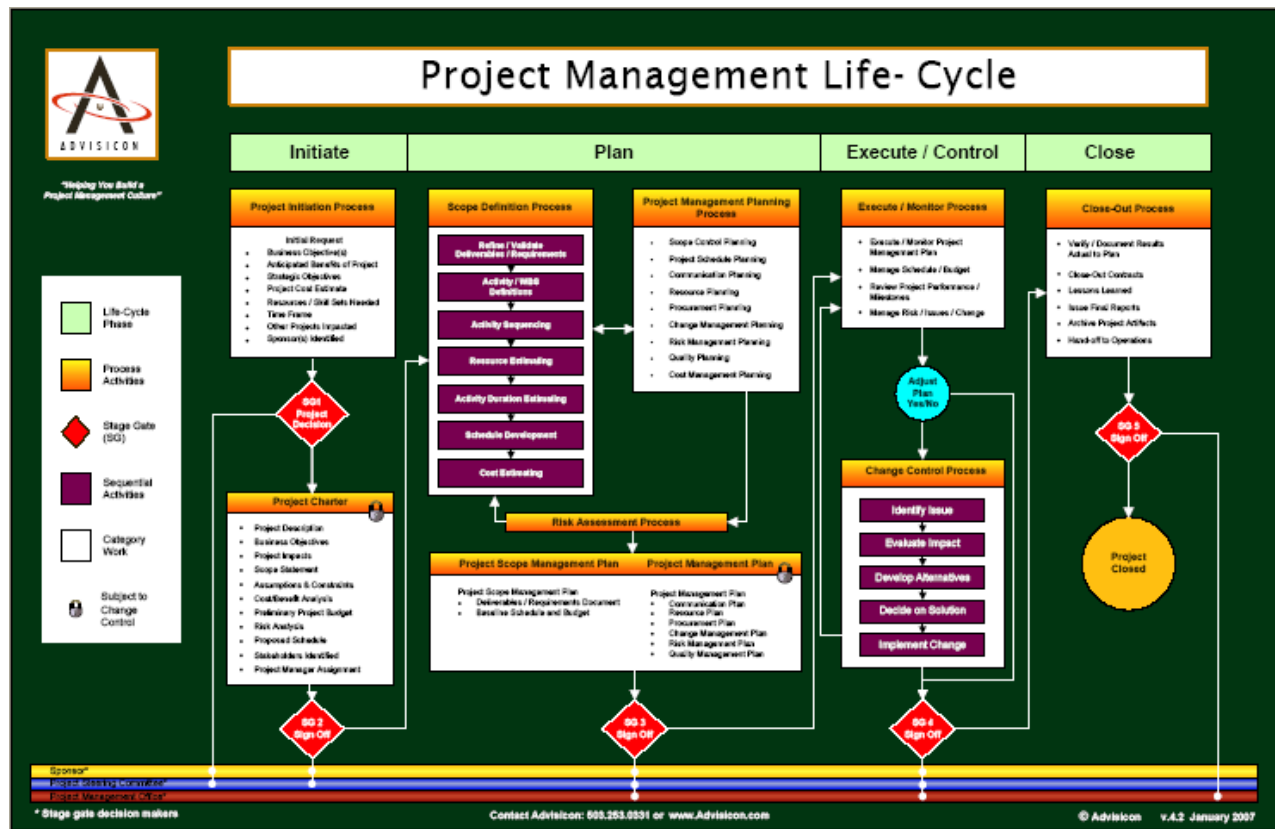
Learning Objectives

- Identify and understand the goal of project management
- Understand projects' value and role in the overall portfolio of an organization's activities
- Understand the different phases, stages and processes of the project lifecycle
- Gather , characterize, document and manage requirements
- Identify and manage project stakeholders
- Understand the roles of project managers, project contributors, team members, other stakeholders
- Know how to move and manage projects through the project lifecycle to successful completion
- Understand practical project scheduling and planning methods, tips and tricks
- Understand, identify and manage project risks
- Become familiar with common project planning and management tools and templates
- Capture and implement lessons learned from projects to improve future projects

Who should to take this course?

Executives, project managers, functional managers, project contributors, project schedulers, team members . . . and anyone who is involved with projects

Tools and Templates

Course participants receive a course manual and CD with tools and templates for key project management processes.

Course Outline

Project Management Overview
- The Goal of Project Management
- Projects and Operations
- Portfolio Management and Project Selection
- Understanding the Project Lifecycle
- Stakeholders, Managers and Team Members

Initiating a Project
- Project Initiation Processes and Tools
- Identifying Project Deliverables
- Gathering Project Requirements
- Developing the Scope Statement and Project Charter
- Managing Expectations, Assumptions, and Risks

Planning a Project
- Project Management Planning Processes
- Developing the Scope Management Plan
- Developing the Project Management Plan
- Characteristics of Good Project Planning
- Risk Management
- Communications Management

Executing and Controling a Project
- Implementing Project Plans
- Managing Requirements and Stakeholders
- Managing Change and the Change Control Process
- Managing Communications
- Managing Risks, Issues, and Documents

Closing Out a Project
- Project Close-Out Processes and Tools
- Getting Acceptance of Project Deliverables & Requirements
- Leading Effective Lessons-Learned Sessions
- Capturing and Implementing Lessons-Learned
- Handing-Off Project Deliverables to Operations, Customers, and Others
- Final Reports and Project Closure