



PMP® EXAM PREP BOOTCAMP

Session 1

**PMI
Authorized Training Partner**

ATTENDENCE TRACKING

Percipio Users:
Name is based on your log in information in Percipio

Using Zoom:
Enter your first and last name

YOUR INSTRUCTOR



Global Webinar Instructor

15,000+ students a year in Project Mgmt. certification bootcamps



Program Director

Project Mgmt. graduate degrees



Sr. Strategy Integrator

For a \$12 billion enterprise in the healthcare field



Executive Director

For a multimillion-dollar social services agency



PMI Global Consultant

- Certification Requirements Global Taskforce
- 7th edition PMBOK Standards
- PMP Core Curriculum Co-author
- Northeast Florida Chapter Board of Directors



Susan Daniels MBA, PMP, PMI-ACP

linkedin.com/in/susandanielspmp

Your Instructor

Orlando Sequera, MSPM, PMP®

www.linkedin.com/in/orlando-sequera-mspm-pmp®-pmi-acp-dasm-dassm-psm-3414478

Orlando Sequera is a certified Project Management Professional (PMP)®, Disciplined Agile Scrum Master (DASM)®, and PMI Agile Certified Practitioner (PMI-ACP)® with over 15 years experience in IT and Aerospace.

Most recently, he managed software development projects for the Artemis program with NASA to land the first woman and the next man on the Moon.

Orlando received his Bachelor's degree in Systems Engineering from Universidad Santa Maria – Venezuela and his Master's degree in Project Management from Boston University.



TARGET AUDIENCE

This Exam Preparation Bootcamp is designed for:

- Anyone preparing to take their PMP exam and need their 35 contact hours for their PMP application.

This Bootcamp is not designed for:

- Anyone preparing for the CAPM exam.
 - Check with your Training Coordinator for the Skillsoft CAPM training. Percipio users use the CAPM self-paced courses.

- Note: Most of the topics in this training are aligned to the CAPM exam objectives
- Missing: The Business Analysis Framework topics are not covered in this Bootcamp.

BREAKS

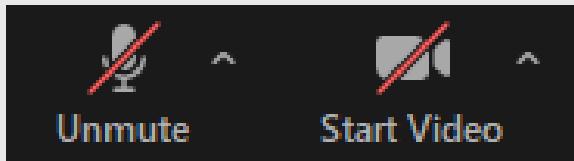


Part 1	Periodic breaks
1 –hour break	At the 3.5 Hour Mark
Part 2	Periodic breaks

For attendance purposes, please stay logged in during all breaks.

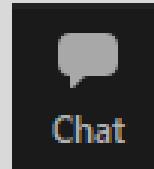


**We are saving
everyone's
bandwidth
usage
by
disabling
cameras and
microphones**



WAYS TO PARTICIPATE

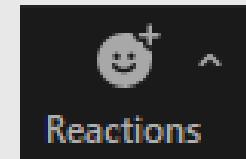
Find the **Chat option** in your Zoom command bar



Change the **To: field** in the blue box to **Everyone**.



Explore the **Reactions option** in your Zoom command bar



This is a fun way to provide quick and easy feedback

CHAT vs Q & A

Please use the **Chat** for:

- **Greetings** before the session starts and during breaks
- Once the session starts , the chat may be closed or changed to *Hosts & Panelists Only* to minimize disruptions and focus on important information.
- The instructor may open the chat during the session for student **to respond to the instructor's questions** and create a group dialog.

CHAT vs Q & A

Please use the **Q&A** for:

- **Technical assistance** – Begin with: Percipio or Non-Percipio student
- Guidance on how to **access course material** – Begin with: Percipio or Non-Percipio
- Clarification and **questions on lecture points**, if not answered by instructor
- The Q&A may be open and closed throughout the session to allow us to address questions/issues in a timely manner.
- **Please be very patient, the support team responds to many inquiries per session**

ACCESSING COURSE MATERIALS

This Bootcamp provides Project Managers with the knowledge and skills needed to attain the Project Management Professional (PMP) certification. This course meets the 35-hour classroom requirement for...

[View More ▾](#)

The screenshot shows the Skillsoft Learning Platform interface. At the top, there's a banner with the text "This Bootcamp provides Project Managers with the knowledge and skills needed to attain the Project Management Professional (PMP) certification. This course meets the 35-hour classroom requirement for...". Below the banner, there's a "View More ▾" link. The main navigation bar includes "Courses" (red), "Books" (green), "TestPrep" (blue), "Register and Join Sessions" (purple), and a "Watch" button (red border). The "Watch" button is highlighted with a red box. To its right are "Read" (green), "Practice" (blue), and "Attend" (purple) buttons. Further right is a "Resources" dropdown menu. Above the "Resources" menu, there's a link "Bootcamp Documents and Other Files". On the left, there's a sidebar with "Best Practices for attendance!" and a "You are here!" location pin icon. The main content area displays a course titled "PMP ATP Attendance 5-Day and 8-Day" with a duration of "8m 33s". Below the title, it says "Learn how attendance is tracked."

If you are part of the Onward to Opportunity program,

and you are not sure how to find your resources in Percipio, ...

please check with your O2O advisor about locating your resources or use GitHub

ACCESSING COURSE MATERIALS

<https://github.com/Skillsoft-Content/PMP5Day>

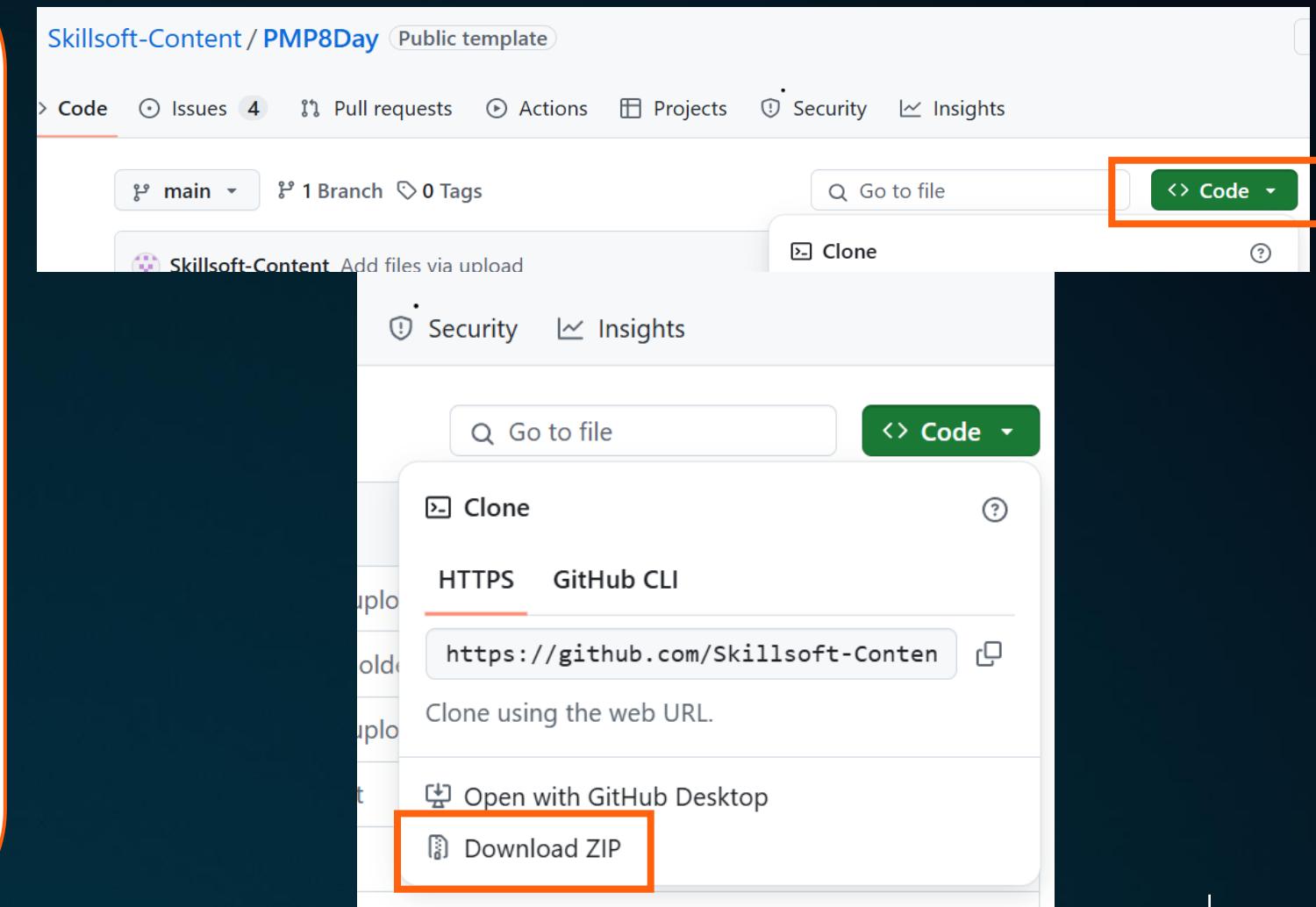
Or

<https://github.com/Skillsoft-Content/PMP8Day>

Any user can access the resources from GitHub even Percipio users.

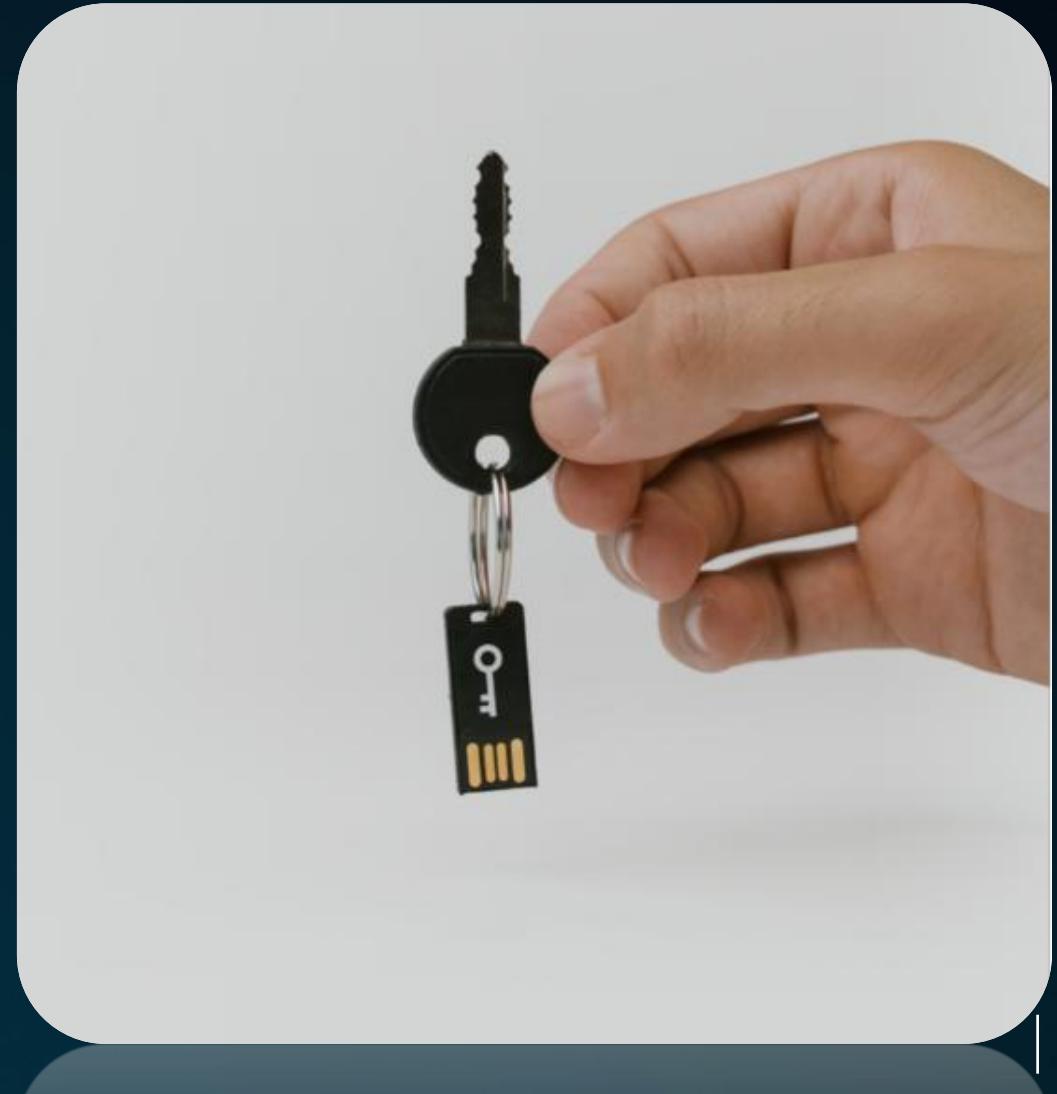
1. Click <> Code
2. Download Zip.
3. Right click to unzip the downloaded .zip file.
4. Access the files from the folders.

Also check your learning portal for any available courses, books or test-prep exams



PMP LEARNER KIT

- If you intend to take the PMP exam, you are required to have your own Learner Kit before submitting this training on your application to PMI for the hours to be recognized as authorized training.
- *This is a PMI Requirement as part of the Authorized Training Partner Agreement (ATP) agreement between Skillsoft and PMI.*
- .



PMP LEARNER KIT

- The PMP Learner Kit must be purchased through Skillsoft and redeemed through PMI.
 - Please see the **PMP Learner Kit Instructions** file in your Bootcamp documents in Percipio or GitHub..
 - Please contact your corporate training administrator for support.

- WHAT IF,...
 1. Your organization isn't providing you access to the kit
 2. You have an individual subscription to Percipio, or
 3. You are not a Percipio user, then
You can purchase a kit using the following URL: <https://www.skillsoft.com/pmp-voucher-offering>



P M P L E A R N E R K I T

PMI Authorized PMP
Exam Prep course)

- After your organization provides you access OR if you purchased it on your own, you should receive an invite email from support@pmi.org. Click on the invite link in the email and follow the process to add the **ATP PMP Exam Prep Student Electronic course**.
- Once you go through the process log into your PMI account at <https://pmi.org> and click your name in the upper right-hand corner. You will see a course added called **PMI Authorized PMP Exam Prep**. That is what we refer to as the **PMP Learner kit**.



You're invited to the SkillSoft Corporation Partner Platform, brought to you by PMI!

Hello!

You've been invited to participate in SkillSoft Corporation's PMI Partner Platform! By joining, you'll get access to PMI products and benefits on behalf of SkillSoft Corporation.

Access the link below to login/register and get started!

[Invite Link](#)

If you need assistance or guidance please refer to our [Learner Guide](#), and if further support is needed reach out to your administrator.

Enjoy!

-PMI Business Team



18 Campus Blvd, Suite 150, Newton Square, PA 19073-3299 USA

[Contact Us 24/7](#)

IS LIVE ATTENDANCE REQUIRED?

- **YES**, if you are taking this training to register for the PMP exam
- You are **allowed to miss one session IF** you make up the session by **watching the video replays**.
- If you miss **more than one session**, you will need to make up the missed time for **those additional missed sessions** by **attending live in another 5-day cohort**.
- A **missed session means** you were disconnected for **more than a total of 15 mins** for the duration of the session (not including the 1-hour lunch break if you get disconnected).
- *Please see the Bootcamp Calendar for information about upcoming sessions at: <http://calendar.skillsoft.com/>



ACCESSING THE

VIDEO REPLAYS

1. Go to: <https://github.com/Skillsoft-Content/PMPReplay>
2. Replays will be available within 2 business days after the session ends.
3. Click on the Excel file for the year you attended the Bootcamp. You won't see a *file open* option, but it is selected.
4. Click the *Download raw file* button on the far left-hand side.
5. Open the downloaded file using this password: pmpB00tcampReplay!



Those are zero's not the letter O. The password is case sensitive.

7. Locate and open the worksheet tab that corresponds with the bootcamp you attended
8. Make a note of the passcode.
9. Paste the provided link into your browser.
10. Complete the required registration steps
11. Input the passcode when prompted
The password to open the Excel file is NOT the passcode to access the replay.

Note: Replays will be available for 1 year.
They are not available for download.

No limit to watch replays to study

STAYING CONNECTED

Disconnecting from Percipio or Skillport on a regular basis in the Live Session?

- Please contact **Customer Support** directly
<https://support.skillsoft.com/bootcamps> for assistance.
- **Ask for the Zoom details** in the session through the Q&A to join directly through **Zoom as a backup** (good for all sessions in your Cohort).
- **Track your total time missed/disconnected** from the session over the 4 hours
- **No need to let us know you have rejoined the session** after being disconnected or that you have missed time. These messages will be dismissed.

LOG IN W/ CORRECT NAME

Joining from your Learning Portal:

- Check your first and last name is correct in your Learning Portal.
- If it is not visible in your learning portal, check a **course completion certificate** (if available) or ask the **Admin** within your training organization.
- If you don't know whom that person is, please reach out to Skillsoft Support support@skillsoft.com to see if they can provide their contact details.

Joining through Zoom:

- If you join through the browser link, please enter your First and Last Name when prompted
- If you join through Zoom using the Desktop Client or Phone App, please use a Zoom account created through Zoom that has your First and Last Name.



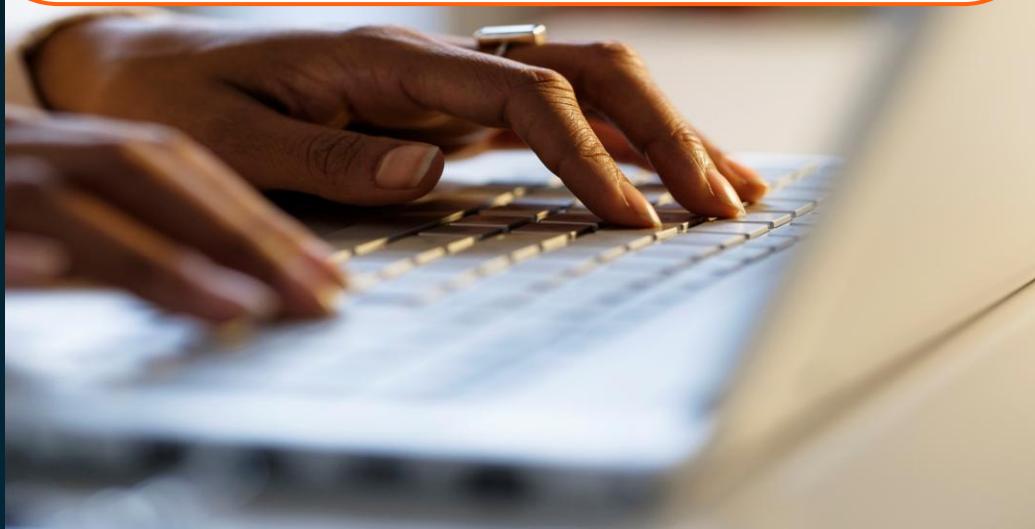
ATTENDANCE TRACKING

1. Although Percipio and Zoom systems track your grand total time logged in.
 - **YOU HAVE TO TRACK YOUR OWN ATTENDANCE**
2. The mentors can't see/verify that information for you.
3. The attendance tracker is **submitted at the end of the 5 day or 8-week course and not before.**
4. The Attendance Tracker file is a Word document with instructions. It **does not** have your attendance recorded.
5. You will need to fill out the table on page 1 and upload it if you must manually request your certificate of completion. Information on manually requesting certificates is covered in an upcoming slide.

THE ATTENDANCE TRACKER

Percipio Users:

Check the **Resources tab** to the right of Attend tab in your Bootcamp channel to download it to your computer.



All Users:

<https://github.com/Skillsoft-Content/PMP5Day>

Or

<https://github.com/Skillsoft-Content/PMP8Day>

1. Click <> Code
2. Download Zip
3. Right click to unzip the downloaded .zip file.
4. Access the files in the folders

TRACKING ATTENDANCE EXAMPLE

On Page 1 of your Attendance Tracker
for each session:

- Record total missed time
- Or
- Record 0, zero, if you have not missed time in a session.

Calculation Example

Session Starts

- Disconnected: 11:00 AM
Rejoins: 11:05 AM
- Disconnected: 1:15 PM
Rejoins: 1:17 PM

Session Ends

Time Missed $11:05 - 11:00 = 5 \text{ mins}$

Time Missed $1:17 - 1:15 = 2 \text{ mins}$

Total Time Missed = 7 mins

CERTIFICATE OF COMPLETION

Percipio Users:

When attending live,..
always login through Percipio even
if you are simultaneously logged in
through Zoom.

- This helps ensure
Percipio auto generates the
certificate at the end.

To check your certificate auto-generated after the last session:

- Log into Percipio
- > Select **My Learning** in the upper right corner
- > Select **Learning activity**
- > Select the "**PMI PDU**" tab
- > Locate your **ATP PMP Bootcamp**
- > Select the **three vertical dots** to the far right
- > Click **Download Certificate**.

CERTIFICATE OF COMPLETION

PERCIPIO USERS

Your **certificate will not auto generate** after the last session ends **IF** the following situations happen:

1. You didn't log into the Bootcamp through Percipio or the Percipio calendar link for one or more sessions.
2. You missed too much time in one or more sessions.
3. Your organization turned off certificates.

Then you will have to manually submit an application for the certificate of completion.

CERTIFICATE OF COMPLETION

NON PERCPIO USERS and

PERCPIO USERS (who don't have their certificate auto-generated)

- To manually request your official certificate:

Review the instructions in the Attendance Tracker file, which explains how to **manually request a certificate.** **DO NOT** manually request a certificate until **after the Bootcamp is over** and you have **made up any missed session(s)** if applicable.

Attendance Tracker Word document file can be found at:

<https://github.com/Skillsoft-Content/PMP5Day>

<https://github.com/Skillsoft-Content/PMP8Day>

1. Click <> Code
2. Download Zip.
3. Right click to unzip the downloaded .zip file.
4. Access the files in the folders.

VIDEOS TO WATCH

We recommend watching the following videos in between the 1st and 3rd sessions

Percipio Users:

- PMP ATP Certificates of Completion
- PMP ATP Learner Kit Information

All Users Via GitHub:

- Certificates of Completion
- PMP ATP Learner Kit Information

Attendance Tracker Word document file can be found in GitHub:

<https://github.com/Skillsoft-Content/PMP5Day> or

<https://github.com/Skillsoft-Content/PMP8Day>

1. Click <> Code
2. Download Zip.
3. Right click to unzip the downloaded .zip file.
4. Access the files in the folders.

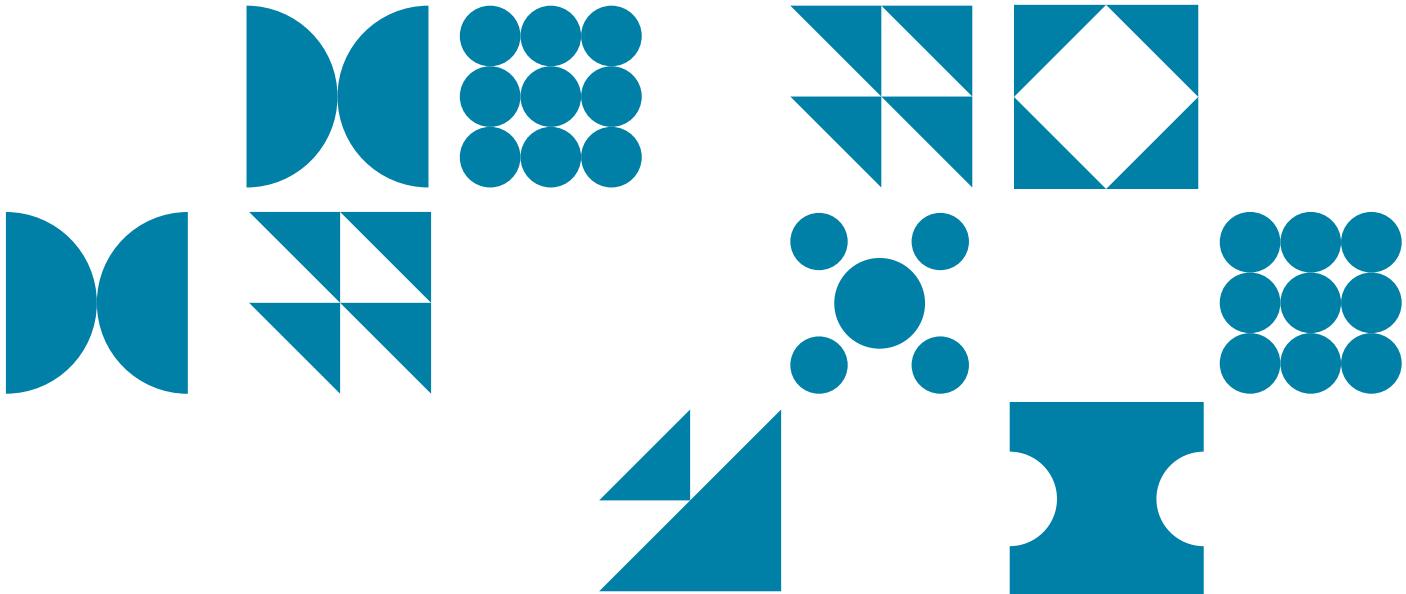


PMI® AUTHORIZED PMP® EXAM PREP COURSE

Version 3.2 | 2023 Release



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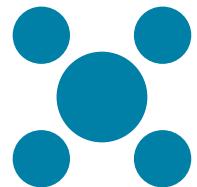
Welcome

Thank you for joining the PMI[®] Authorized PMP[®] Exam Prep course.

If you've earned your CAPM[®] certification with us, welcome back!

Or if you're coming from another project management background, certification or work experience, we are pleased to welcome you to PMI's community of learning.

We are proud of our 50-year history of peer-to-peer learning and membership and wish you the best of luck as you undertake your PMP[®] exam preparations.



You, Getting Certified



- Four-year degree
- 36 months leading projects
- 35 hours of project management education/training or CAPM® certification

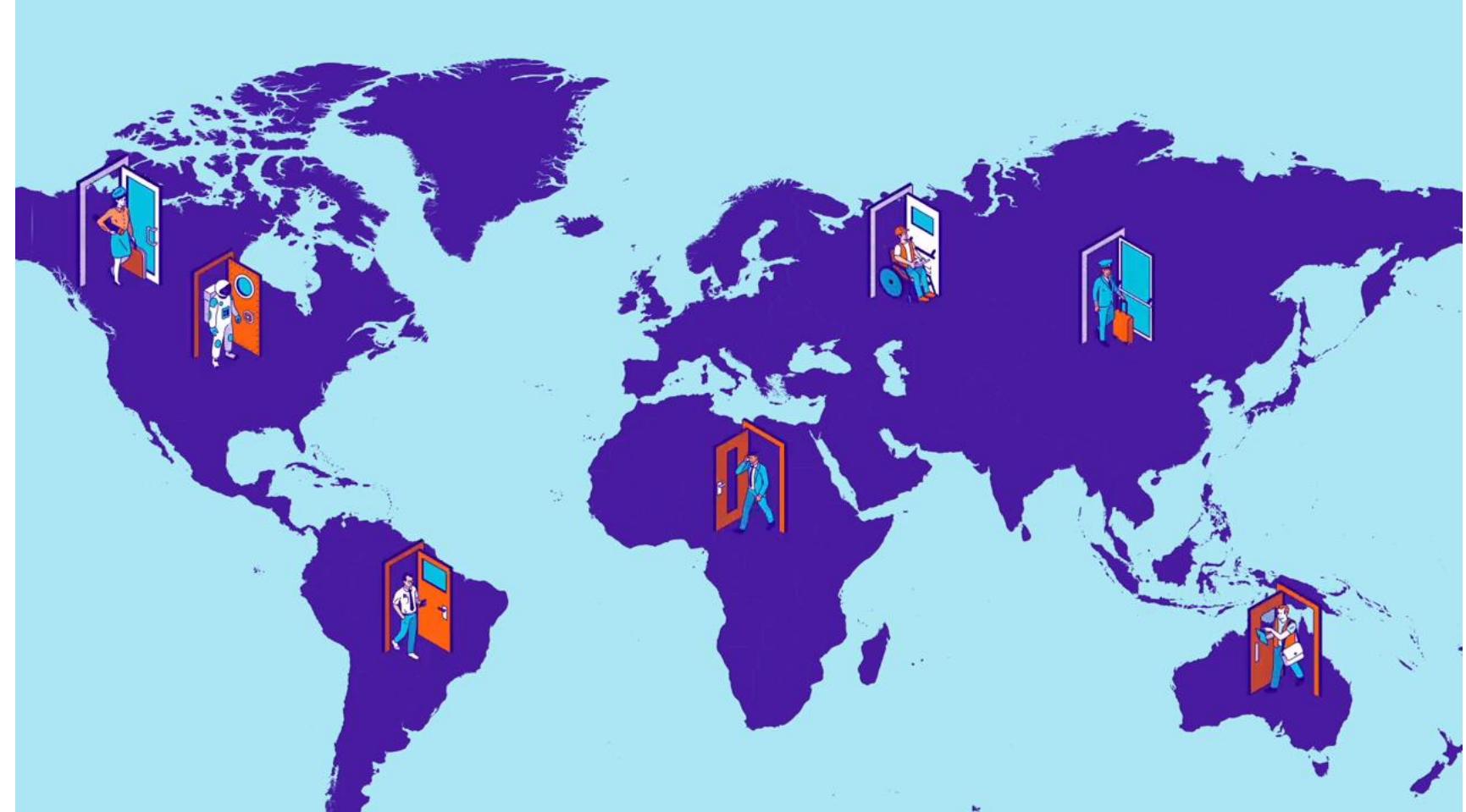
— OR —

- A high school diploma or an associate's degree (or global equivalent)
- 60 months leading projects
- 35 hours of project management education/training or CAPM® certification

The Project Economy

The Project Economy backs the most important work all over the world.

No matter where you are, learning our core principles means you have a guided, lifetime practice in project management.



The PMP® Certification Exam

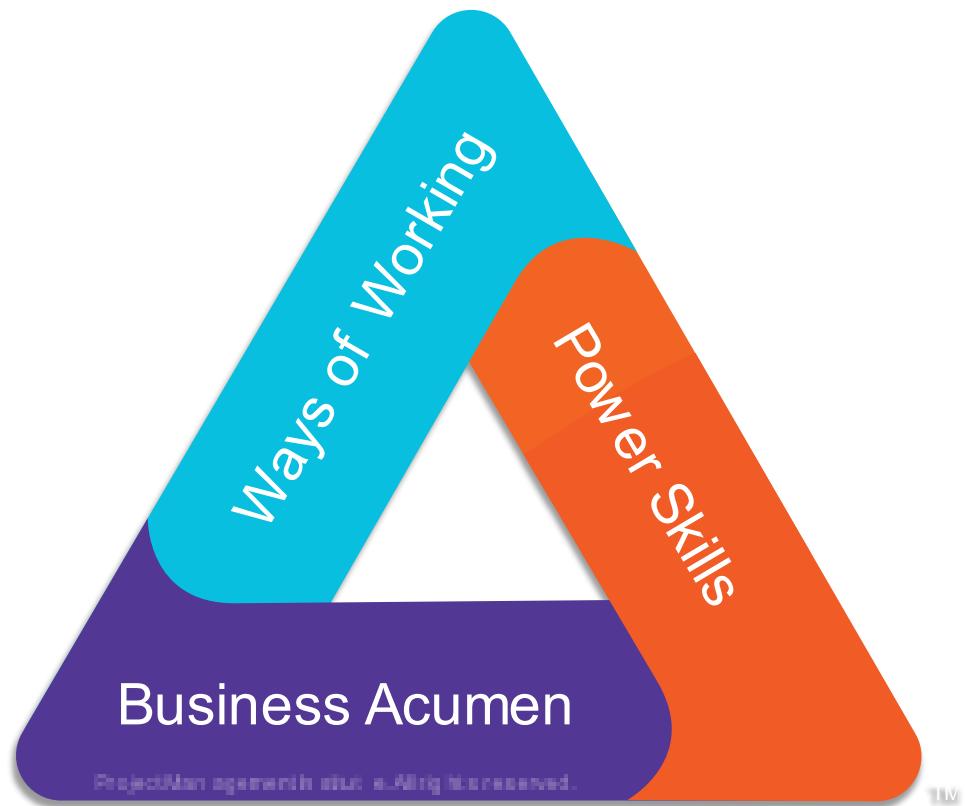
The PMP® exam includes content that spans the value delivery spectrum, including **predictive**, **adaptive** and **hybrid** approaches. It was updated in 2021 to reflect the fuller complement of skills and approaches found in our dynamic and global profession.

Just like the sides of the PMI Talent Triangle®, we focus on three performance domains in project management:

People | Power Skills – 42%

Process | Ways of Working – 50%

Business Environment | Business Acumen – 8%



Learning Topics



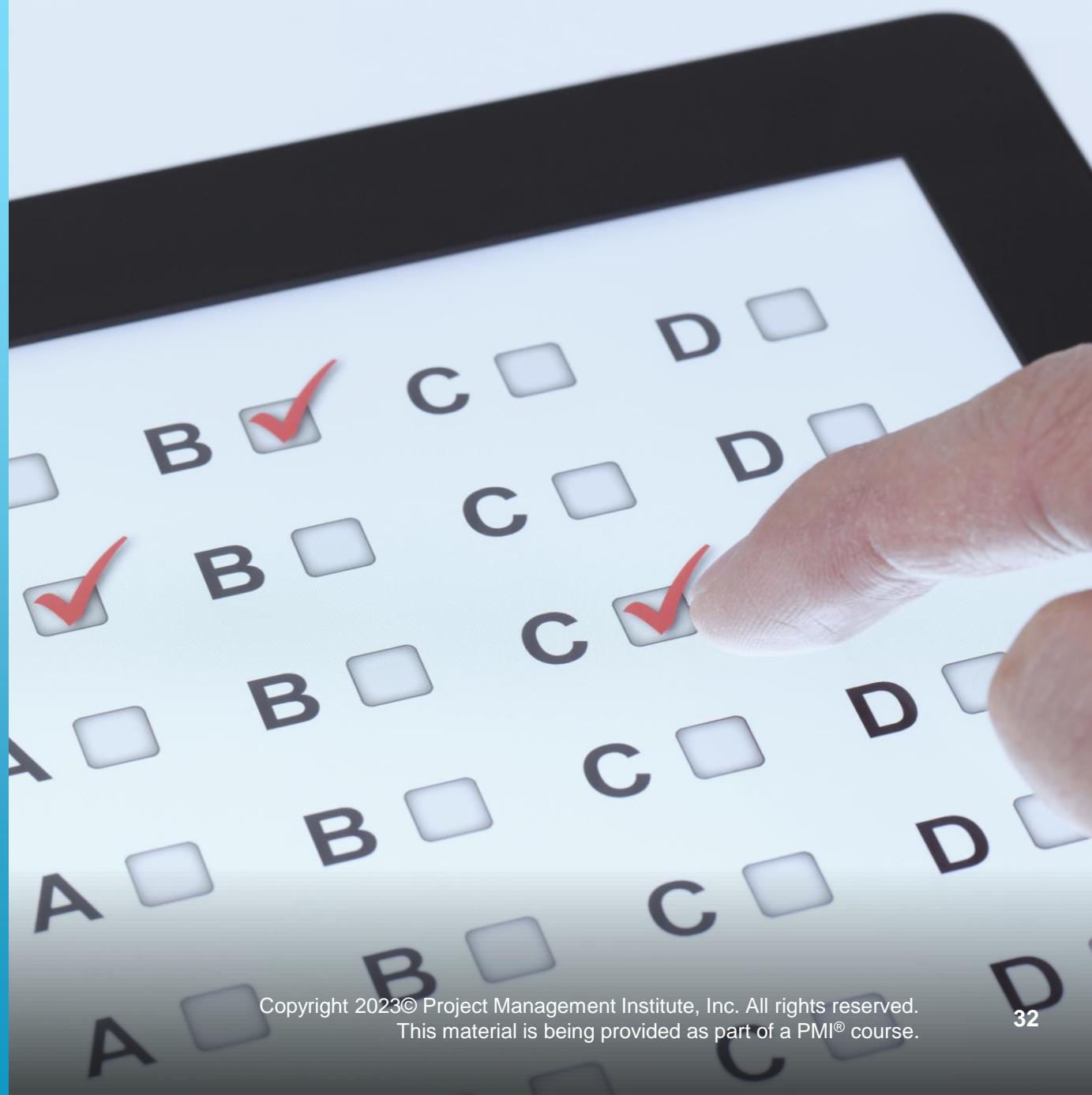
The learning topics in this training come directly from the PMP® exam content outline (ECO). The ECO is the basis for the PMP® exam.

The relevant ECO content appears at the end of each topic, for your reference.

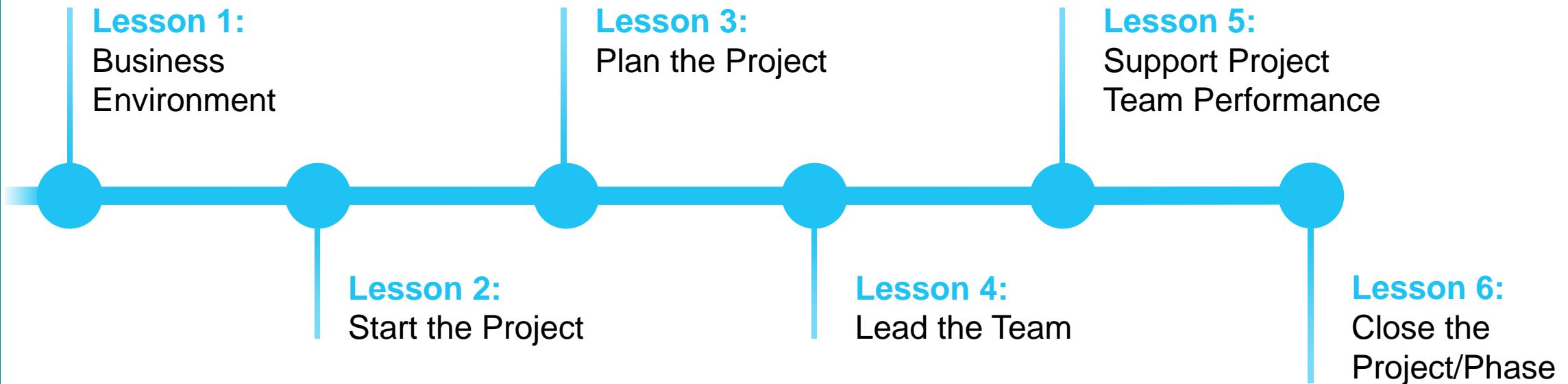
The ECO was created by a global selection of PMI members who hold the PMP® certification and work in diverse industries. It includes what they think you need to know to do the job, including experience and broader business concepts.

The PMP® Exam Format

- 180 questions
- 230 minutes to complete the exam
- Two optional 10-minute breaks for computer-based (online-proctored) tests, including center-based tests; paper-based exams have no breaks
- Questions are multiple-choice, multiple response, matching, hotspot and fill-in-the-blank

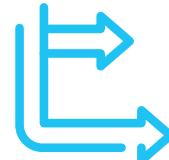


Contents

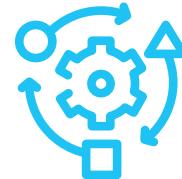


About This Course

Life cycle icons: To help highlight and differentiate concepts typical or unique to a certain life cycle, we use the corresponding icon:



Predictive



Adaptive



Hybrid

Other icons



Important



Interactive



Use Expert Judgment



Tools / Techniques



Question



Discussion



Note

Project management terminology: A course glossary is included as a PDF file. Your instructor may show definitions from the glossary on slides during the course.

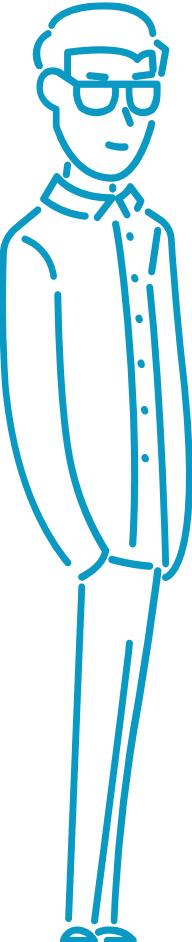
Example: Project Management | Defined words are colored or an asterisk () is placed next to them.*



Definition Slider

Project Case Study:

Student Resource



SHAWPE

— INDUSTRIES —

Meet our **project manager, Ang Fen** and interact with him, the project team and stakeholders!

This is an immersive, fictional scenario of a hybrid project which includes review and reinforcement of project management concepts and practice exam questions.

Shawpe Lifestyle Centre (SLC) Project

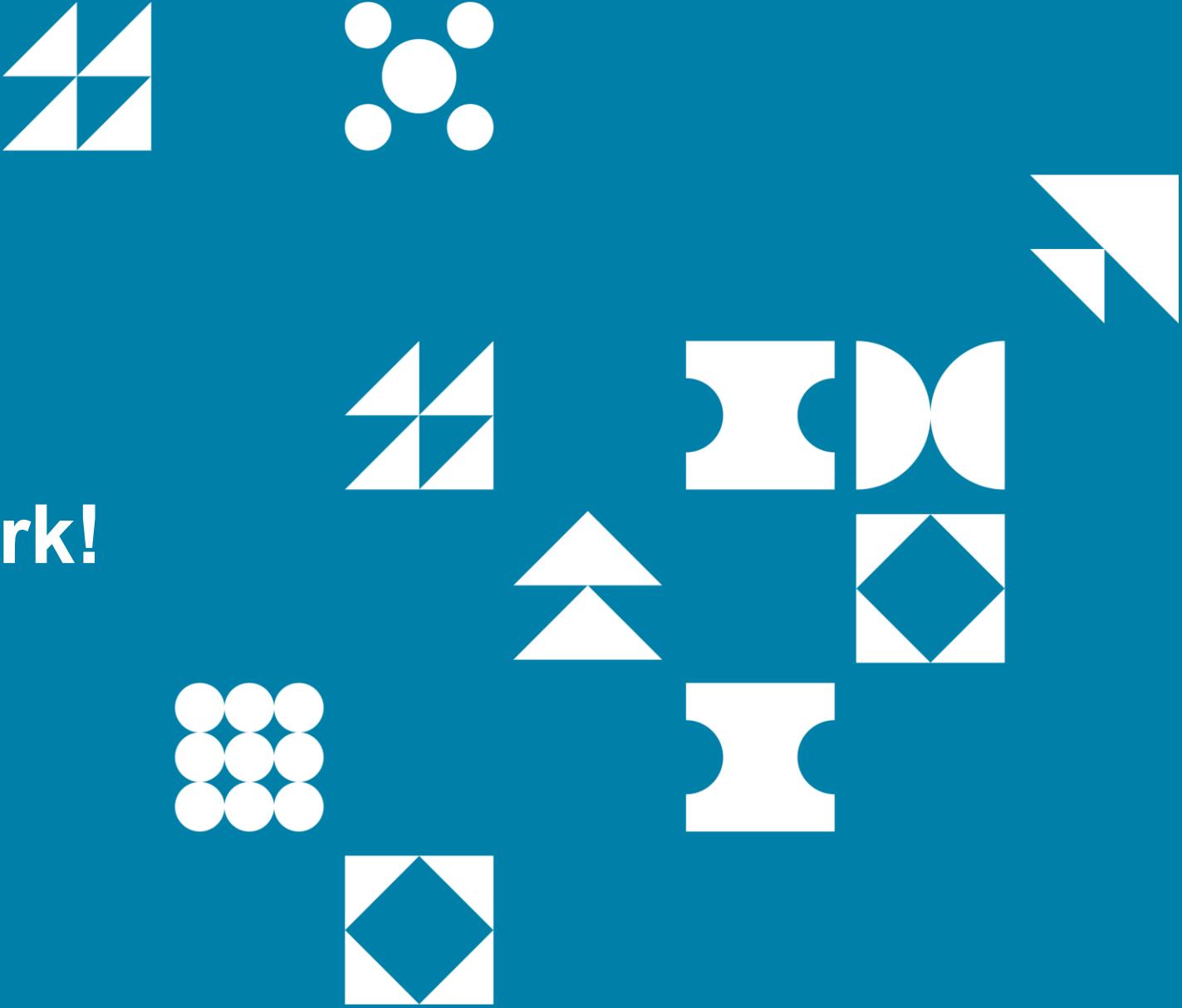


The project team will develop and build a “lifestyle centre” in the historic Oasestown district, including design and occupancy of retail and community spaces

- Funding partner: Oasestown Municipality
- Development partner: Oases Architects
- US \$7 million initial capital budget
- 36-month timeline



Let's Get to Work!



Mapping this course to the Student Workbook

	Business Environment Lesson 1	Start the Project Lesson 2	Plan the Project Lesson 3	Lead the Project Team Lesson 4	Support Project Team Performance Lesson 5	Close the Project/Phase Lesson 6
Topic A	(1A) Foundation	(2A) Identify and Engage Stakeholders	(3A) Planning Projects	(4A) Craft Your Leadership Skills	(5A) Implement Ongoing Improvements	(6A) Project Phase/Closure
Topic B	(1B) Strategic Alignment	(2B) Form the Team	(3B) Scope	(4B) Create a Collaborative Project Team Environment	(5B) Support Performance	(6B) Benefits Realization
Topic C	(1C) Project Benefits and Value	(2C) Build Shared Understanding	(3C) Schedule	(4C) Empower the Team	(5C) Evaluate Project Progress	(6C) Knowledge Transfer
Topic D	(1D) Organizational Culture and Change Management	(2D) Project Approach	(3D) Resources	(4D) Support Team Member Performance	(5D) Manage Project Issues and Impediments	
Topic E	(1E) Project Governance		(3E) Budget	(4E) Communicate and Collaborate with Stakeholders	(5E) Manage Project Changes	
Topic F	(1F) Project Compliance		(3F) Risks	(4F) Training, Coaching and Mentoring		
Topic G			(3G) Quality	(4G) Manage Conflict		
Topic H			(3H) Integrate Plans			

LESSON 1

BUSINESS ENVIRONMENT

- Foundation
- Strategic Alignment
- Project Benefits and Value
- Organizational Culture and Change Management
- Project Governance
- Project Compliance



Learning Objectives

- Define ‘project’ and how it relates to the larger discussion of project management.
 - Discuss the different types of organizational structures and how they relate to your project’s management.
 - Discuss the principles of project management.
 - Discuss the principles of agile and how they relate to your project’s management.
- Discuss strategic alignment and its elements.
 - Explain the impact of business factors on strategic alignment.
 - Determine how projects align with business strategy.
- Identify types of business value.
- Describe change management theory and its relation to organizational change.
- Define and discuss project governance.
- Explain project compliance and its importance.



Foundation

TOPIC A

A project:

- Creates a unique product, service or result
- Is time-limited
- Drives change
- Enables value creation for a business or organization

Project success depends on:

- Organizational project maturity
- Project manager effectiveness
- Funding and resource availability
- Team member skill levels
- Collaboration and communication within the team and with key stakeholders
- Understanding of the core problem and related needs

The Evolution of Project Management



Can you describe, in your own words, how project management has changed during this time?



ca. 1969 – PMI founded

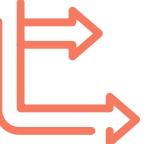
The application of knowledge, skills, tools and techniques to project activities to meet the project requirements

2022 - Toward a systems view

“Projects do not simply produce outputs, but more importantly, enable those outputs to drive **outcomes** that ultimately deliver value to the organization and its stakeholders.”

- PMBOK® Guide - Seventh Edition

Project Management Life Cycles and Development Approaches

Description	Key Roles	Value Delivery Proposition
 Plan-based approach: <ul style="list-style-type: none">Activities completed in a distinct or linear fashionNew phase begins only when the previous phase is completed	<ul style="list-style-type: none">Project sponsor authorizes projectTeam led by project manager	<ul style="list-style-type: none">Deliverables transitioned to customer at completionValue realized in both short and long term
 Change-based approach: <ul style="list-style-type: none">Agile, incremental or iterative developmentTimeboxed cadence (iterations/sprints) or continuous flow	<ul style="list-style-type: none">Product owner controls value propositionProject team delivers workProcess roles include team lead, scrum master, agile coach, facilitator	<ul style="list-style-type: none">Iterative or incremental delivery to customer during life cycleRegular customer feedback cycle enables continuous development of value toward a "final" product
	Any combination of the above	

Project Management Office (PMO)*



Many large and established project-oriented organizations have a PMO, but PMOs are not a requirement for project management practice.



PMOs can be:

Supportive

- Develop best practices, methodologies, standards and templates
- Coach, mentor, train, guide project managers

Controlling

- Monitor compliance with project management standards, policies, procedures and templates via project audits

Directive

- Manage shared resources
- Coordinate communication across projects

Agile Centers of Excellence (ACoEs)

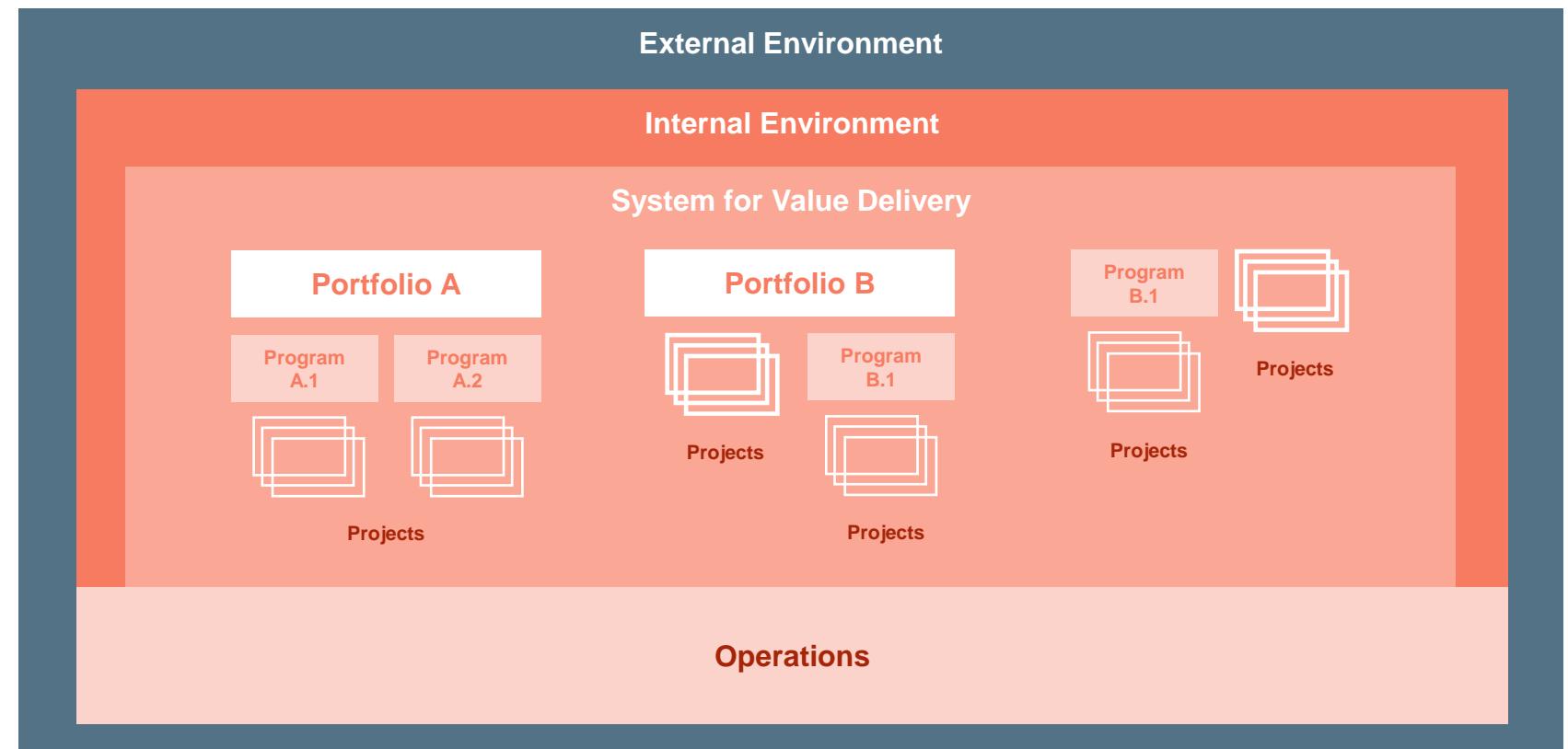
aka *Value Delivery Office (VDO)*

ACoEs enable, rather than manage, project efforts:

- Coach teams
- Build agile mindset, skills and capabilities throughout the organization
- Mentor sponsors and product owners

OPM: A System for Value Delivery

Organizational project management (OPM) – strategy execution framework that coordinates project, program, portfolio and operations management, and which enables organizations to deliver on strategy



Projects, Programs, Portfolios

Portfolio Management

Collection of projects, programs, subsidiary portfolios and operations managed in a group to achieve strategic objectives

Aligns with business strategies

Program Management

Group of related projects, subsidiary programs and program activities managed in a coordinated manner to obtain benefits not available from managing them individually

Controls components and interdependencies to realize benefits

Project Management

Part of a broader program, portfolio or both

Enables achievement of organizational goals and objectives

Organizational Structures

- Functional
- Matrix
- Project-oriented
- Composite

Organizational structure and governance affects/determines:

- How organizational groups and individuals interrelate
- How much authority the project manager has
- What resources will be available
- How the project will be conducted

Relative Authority in Organizational Structures

	Functional	Matrix	Project-oriented
Team member loyalty	Functional department	Conflicted loyalty	Project
Team member reporting	Functional manager	Both functional manager and project manager	Project manager
Project manager role	Seldom identified	Coordinator to full project manager	Full-time and responsible
Team member role	Part-time on project	Part-time on project	Full-time on project (preferred)
Control of project manager over team members	Nonexistent (functional manager controls)	Medium – shared with functional manager/sponsor	High

Interactive/Activity



Think of your current or a recent project. Can you identify the organizational structure type and describe how it affects your project in the following ways?

- How organizational groups and individuals **interrelate**
- The project manager's authority
- **Resource** availability
- How the project is **conducted**



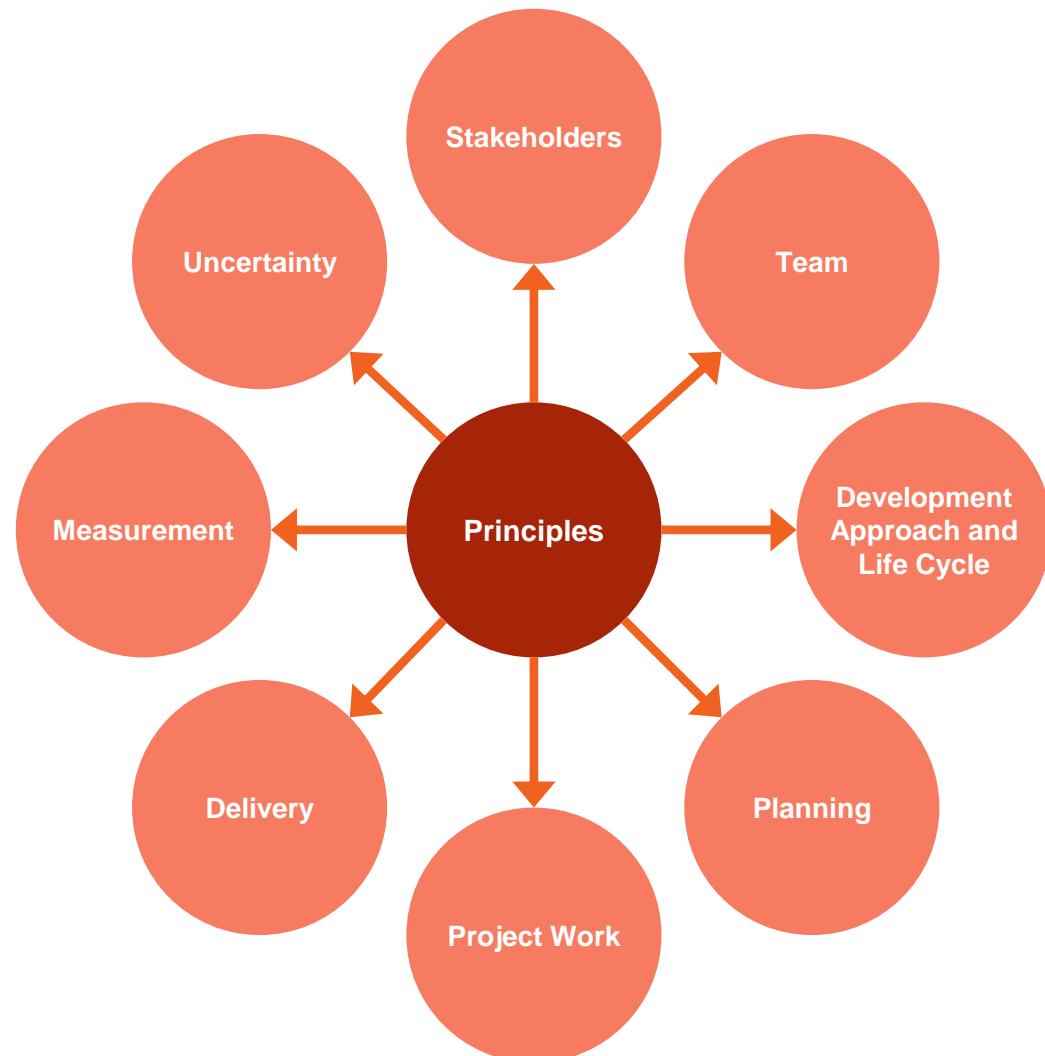
Project Management Principles

Guidance for All Project Practitioners

-
- a. Be a diligent, respectful and caring steward
 - b. Recognize, evaluate and respond to system interactions
 - c. Navigate complexity
 - d. Create a collaborative project team environment
 - e. Demonstrate leadership behaviors
 - f. Optimize risk responses
 - g. Effectively engage with stakeholders
 - h. Tailor based on context
 - i. Embrace adaptability and resiliency
 - j. Focus on value
 - k. Build quality into processes and deliverables
 - l. Enable change to achieve the envisioned future state

From Principles to Performance Domains

Use the 12 principles to guide behavior in the 8 project performance domains



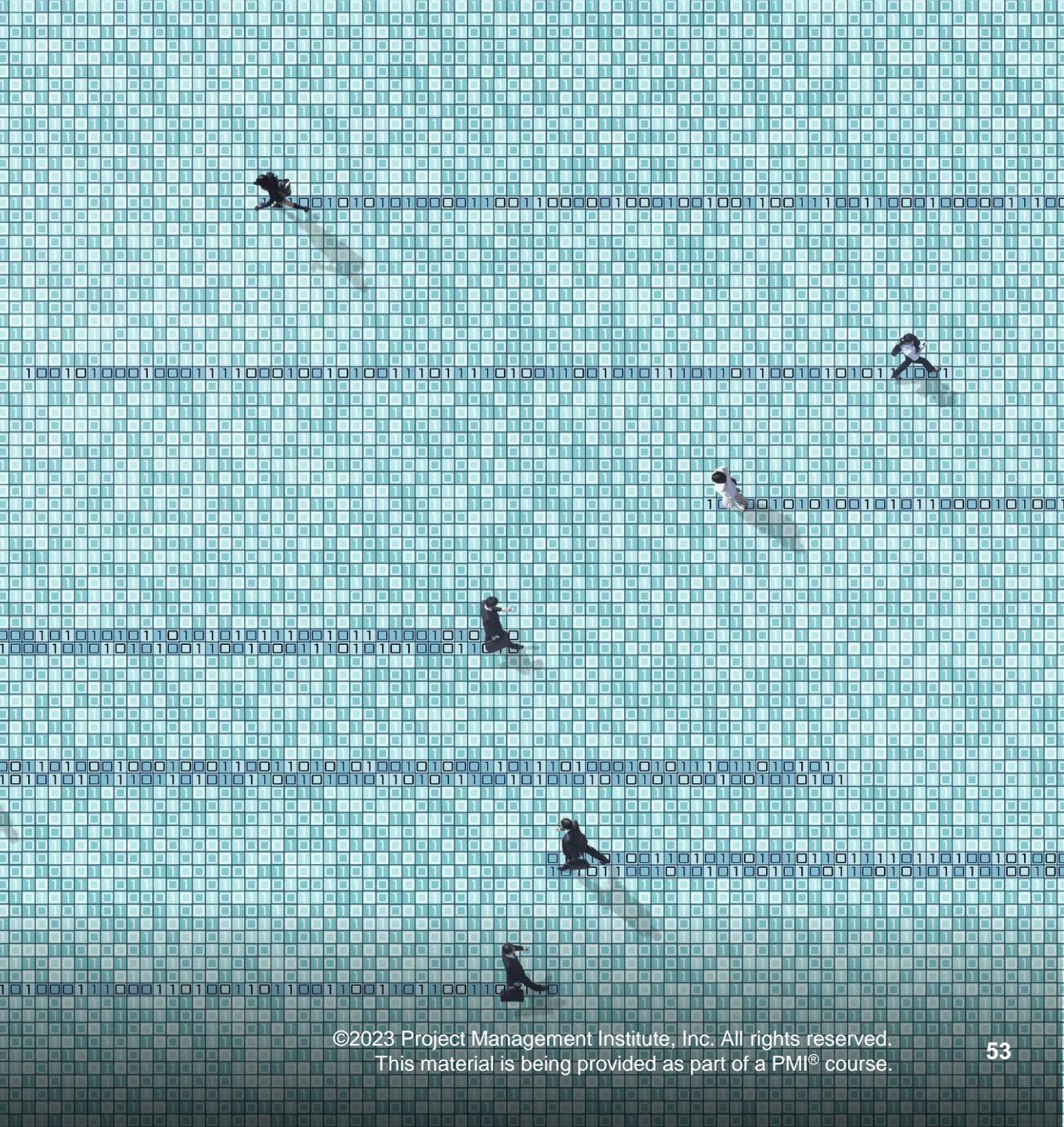
Agile

Derived from:

- Four values from the Agile Manifesto
- 12 principles



There are more than 50 known agile practices and methods in use!



The Agile Manifesto for Software Development

“We are uncovering better ways of developing software by doing it and helping others do it.

Through this work we have come to value:

Individuals and interaction	over	Process and tools
Working software	over	Comprehensive documentation
Customer collaboration	over	Contract negotiation
Responding to change	over	Following a plan

That is, while there is value in the items on the right, we value the items on the left more.”

-2001

Principles Behind the Agile Manifesto

1 to 6

-
1. Our highest priority is to satisfy the customer through early and continuous delivery of valuable software.
 2. Welcome changing requirements, even late in development. Agile processes harness change for the customer's competitive advantage.
 3. Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.
 4. Businesspeople and developers must work together daily throughout the project.
 5. Build projects around motivated individuals. Give them the environment and support they need and trust them to get the job done.
 6. The most efficient and effective method of conveying information to and within a development team is face-to-face conversation.

Principles Behind the Agile Manifesto

7 to 12

-
- 7. Working software is the primary measure of progress.
 - 8. Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely.
 - 9. Continuous attention to technical excellence and good design enhances agility.
 - 10. Simplicity – the art of maximizing the amount of work not done – is essential.
 - 11. The best architectures, requirements, and designs emerge from self-organizing teams.
 - 12. At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly.

Agile:

The “Far Side” of Adaptive Approaches



“Doing Agile vs. Being Agile”

Agile means:

- Iterations are likely to be shorter
- Product is more likely to evolve based on stakeholder feedback

Still used for software development, and agile principles have been applied to other kinds of development projects, vis-à-vis *the agile mindset*.

- Adopt a flexible, change-friendly way of thinking and behaving
- Understand the purpose of these practices
- Select and implement appropriate practices based on context
- Internalize agile values, mindset and behavior

Tailor* Projects to Contexts



Because each project is unique, we adapt methods to the unique project context to determine the most appropriate ways of working to produce the desired outcomes.



Tailor iteratively and continuously throughout the project

Tailor Hybrid Approaches, Processes, Practices and Methods



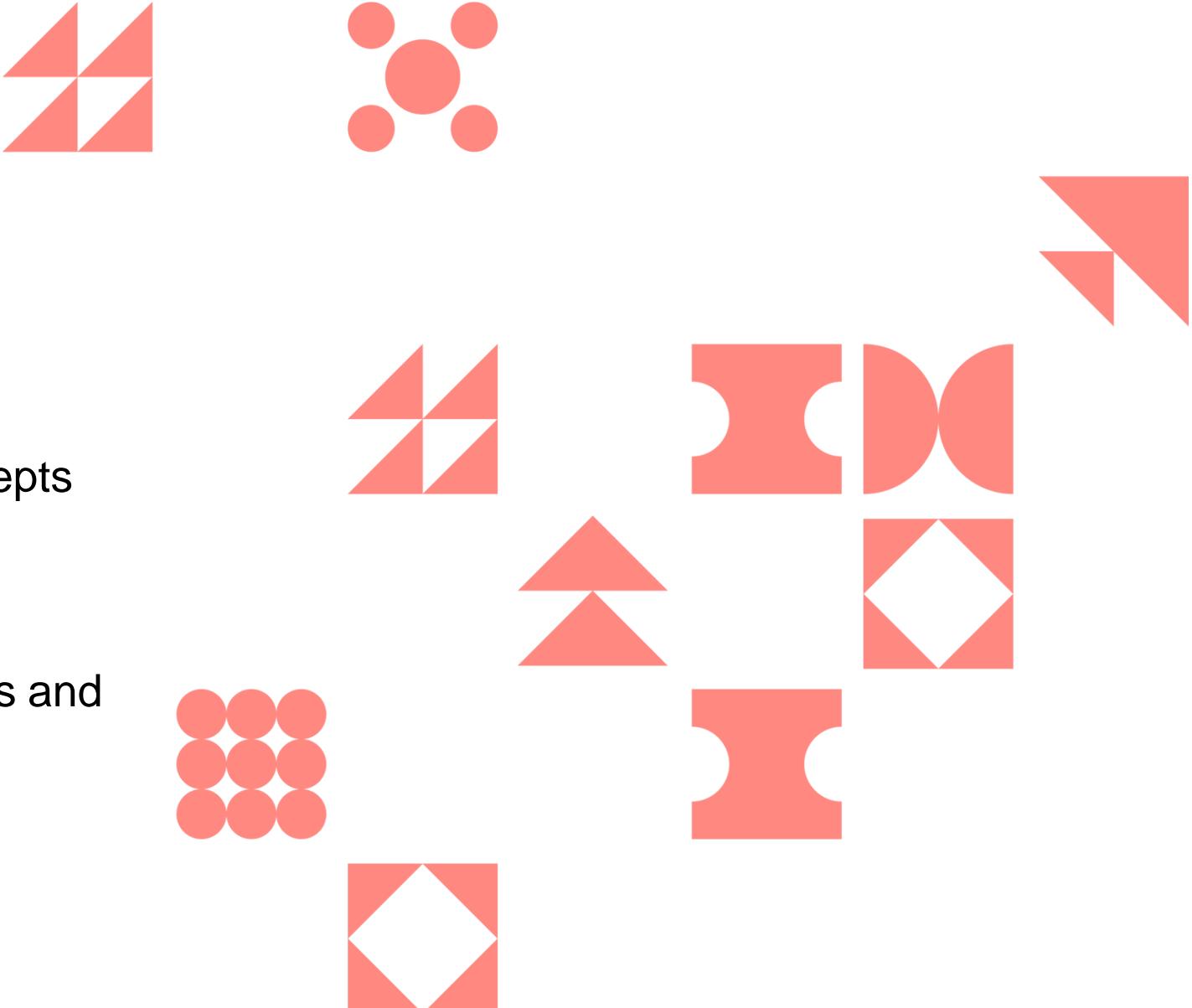
Apply product knowledge, delivery cadence and awareness of the available options to select the most **appropriate development approach**

Tailor **processes** for the selected life cycle and development approach; include determining which portions or elements should be added, modified, removed, blended, and/or aligned

Tailor **practices and methods** to the environment and culture

Topics Covered

- Foundational project management concepts
- Project management principles
- The Agile mindset
- Tailoring – hybrid approaches, processes and practices in project management





Strategic Alignment

TOPIC B

PMI Talent Triangle®



The PMI Talent Triangle® reflects the skills needed by today's project professionals and changemakers as they navigate the evolving world of project management.

Ways of Working

Mastering diverse and creative ways (predictive, adaptive, design thinking) to get any job done

Power Skills

The critical interpersonal skills required to apply influence, inspire change and build relationships

Business Acumen

Effective decision-making and understanding of how projects align with the big picture of broader organizational strategy and global trends

Strategic Alignment and Business Management Skills



Do you:

- Know your organization's **strategic plan**?
- Understand how project goals matter to an organization's long-term vision and mission?
- See a high-level overview of the organization?
- Have a working knowledge of business functions?
- Have pertinent product and industry expertise?

Can you:

- Explain the essential business aspects of a project?
- Work with SMEs and a sponsor to develop an appropriate project delivery strategy?
- Implement strategy to maximize the business value of project?

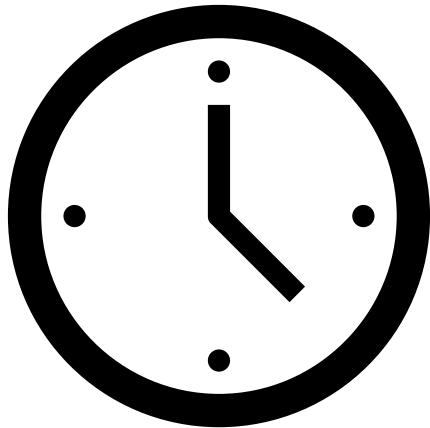
Strategic Management Elements and Frameworks



Note: From PMI's *Standard for Portfolio Management*

Some agile projects use a goal-setting framework such as OKRs (Objectives and Key Results) that describes the organization's objectives and desired key results.

1-Hour Break!



**See you back after one
hour!**

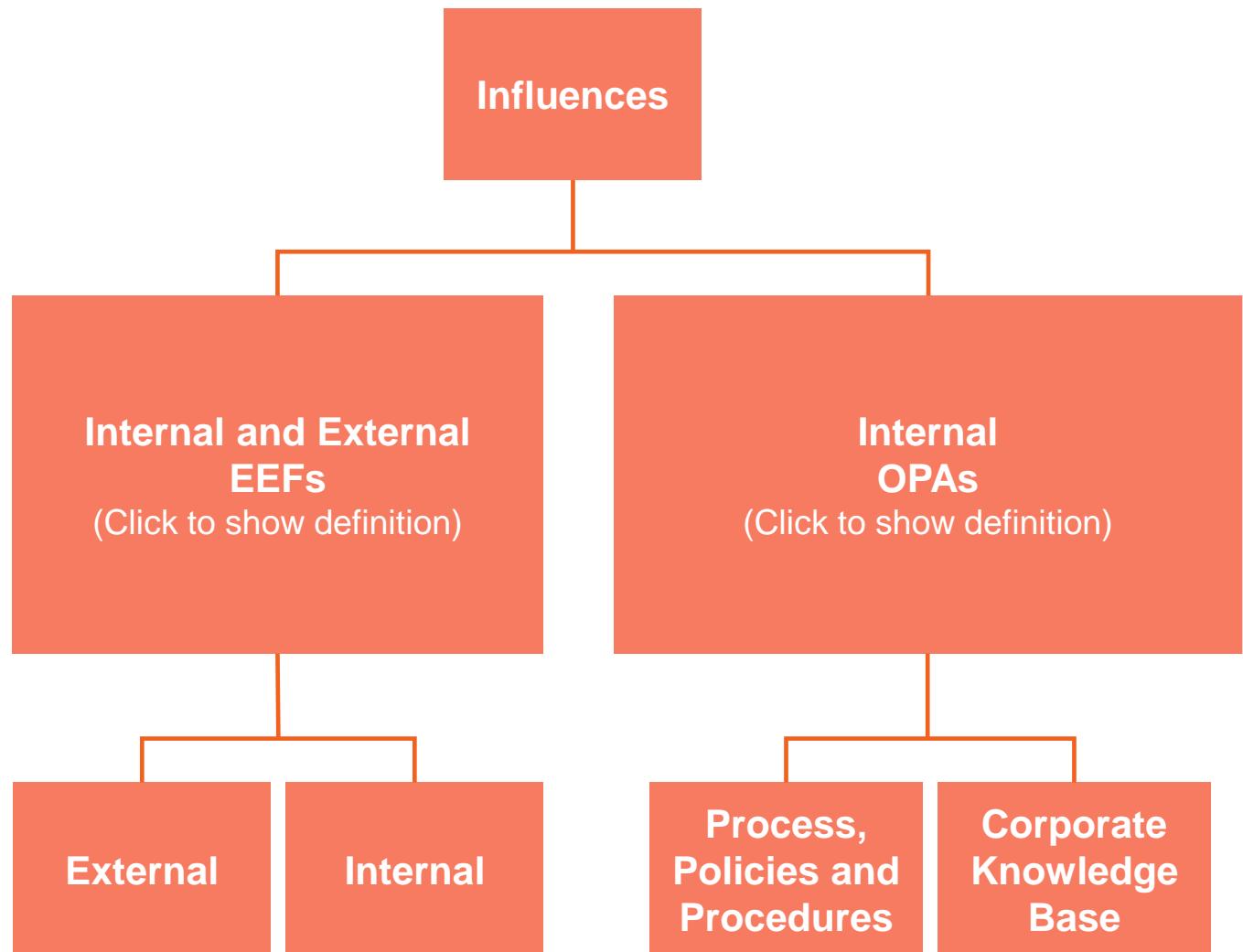
Organizational Influences

Enterprise Environmental Factors (EEFs)

- Internal and external to the organization

Organizational Process Assets (OPAs)

- Project policies, procedures and templates
- Historical project information



Get to Know the External Business Environment



Use frameworks or prompts to understand external factors that can introduce risk, uncertainty, or provide opportunities and affect the value and desired outcomes of a project:

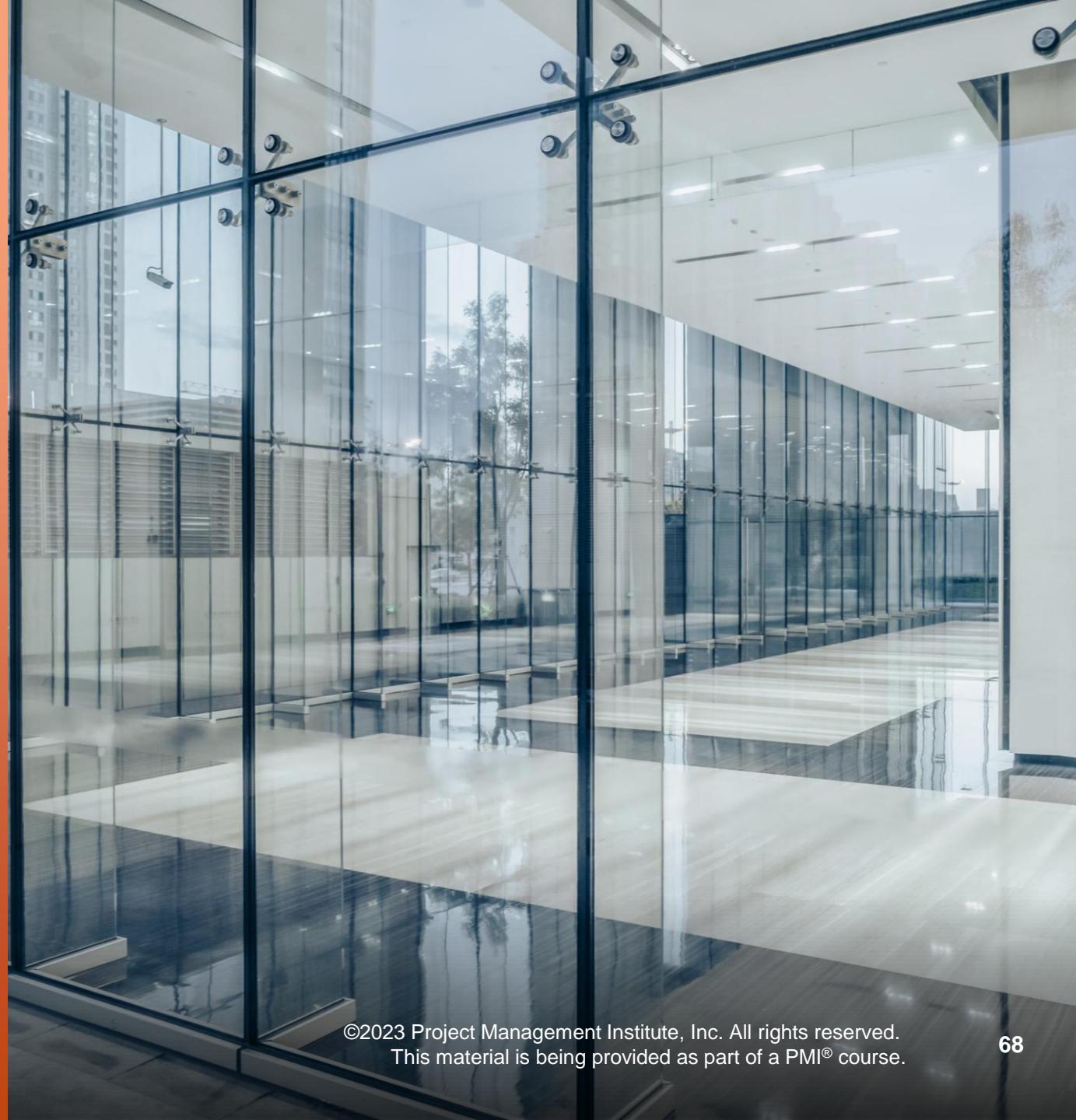
- **PESTLE:** Political, economic, socio-cultural, technical, legal, environmental
- **TECOP:** Technical, environmental, commercial, operational, political
- **VUCA:** Volatility, uncertainty, complexity, ambiguity

In addition, review:

- Comparative advantage analysis
- Feasibility studies
- SWOT (strengths, weaknesses, opportunities and threats) analysis
- Assumption analysis
- Historical information analysis
- Risk alignment with organizational strategy

Internal Business Environment Factors

- **Organizational changes** can dramatically impact **scope**
- The **project manager, project sponsor or product owner** need to be familiar with business plans, reorganizations, process changes and other internal activities
- Internal business changes might cause:
 - Need for new deliverables
 - Reprioritization of value, including removal of existing deliverables



OPAs and EEFs

OPAs

Processes, policies and procedures

Examples—

- Organizational charts
- Procurement rules
- Hiring and onboarding procedures

Organizational knowledge bases

Examples—

- Engineering wikis
- Libraries or archives
- Lessons learned repositories

EEFs

Internal

Examples—

- Resource capabilities
- Organizational culture
- IT software
- Distribution of facilities

External

Examples—

- Marketplace conditions
- Laws, regulations and standards
- Operating conditions
- Social and cultural influences

Activity:

Identify OPAs and EEFs



Project name: Shawpe Lifestyle Centre

List of EEFs and OPAs:

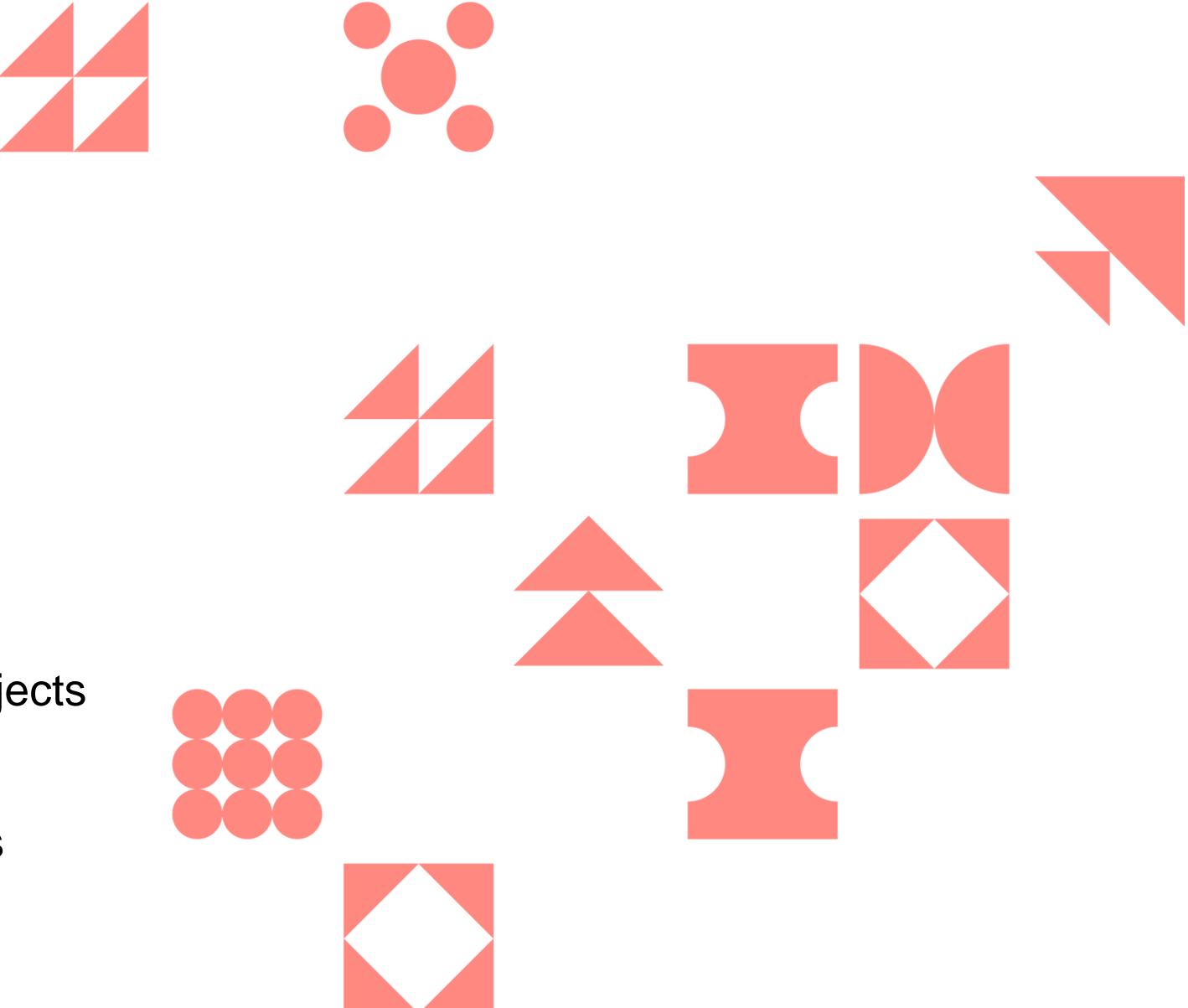
- a. Economic demand for a new shopping area
- b. Historical society (conservation) building regulations
- c. Local neighborhood demand for a better town center
- d. Archive of past large infrastructure projects
- e. Approved vendor and contractors list
- f. Tenant selection process



Which are EEFs? Which are OPAs?

Topics Covered

- Define strategic alignment and business acumen
- Follow guidelines for effective business decision-making
- Explore organizational influences on projects
- Explain how projects align with broader organizational strategy and global trends





Project Benefits and Value

TOPIC C

Business Value

- The net quantifiable benefit (tangible and/or intangible) identified from a business endeavor
- Part of the objectives or description of the project in the initiating agreements
- Benefits realization is based on declared business value



Examine Business Value

- Communicate with stakeholders, do the research and use expert knowledge
- Examine, evaluate and confirm to determine exactly what is *or can be* of value!

Look especially at:

- Shareholder value (publicly traded companies) or business growth (private)
- Customer value
- Employee knowledge
- Channel or business partner value

Types of Business Value



Financial
Gain



New
Customers



Social
Benefit



First to
Market



Improvement
*Technological,
process, etc.*



Regularization
*Alignment or
compliance with
standards and
regulations*

Needs Assessment

Obtain Data for the Project

Note: From *Business Analysis for Practitioners: A Practice Guide*

- Usually performed by a **business analyst**
- Precedes the business case
- Involves understanding of:
 - Business goals and objectives
 - Issues and opportunities
- Recommends proposals to address:
 - What should be done
 - Constraints, assumptions, risks and dependencies
 - Success measures
 - Implementation approach

Business Documents

- Are developed prior to project start (usually by a business analyst or key project stakeholder)
- Contain information about the project's objectives and contribution to the business goals
- Help the business to determine whether a project is worth the required investment of time, money, and resources



Review the business documents periodically

Business Documents

Business Case and Benefits Management Plan



Business case: justifies project and establishes boundaries

- Cost-benefit analysis
- Business need
- Quality specifications
- Schedule or cost constraints



Acceptance of the business case usually leads to creation of the project charter.

Benefits management plan should include:

- Processes for creating, maximizing and sustaining project benefits
- Time frame for short- and long-term benefits realization
- Benefits owner or accountable person
- Metrics
- Assumptions, constraints and risks



This is a business document, not part of the project management plan.

Benefit Measurement Methods



Cost-benefit analysis: How businesses justify the selection (authorization) of a project

Business - “smaller is better”

- Estimate payback period — Smallest number (duration) chosen
- Assess **opportunity cost** — What if we didn’t undertake the project?

Financial - largest number (profit) chosen - “bigger is better”

- Time value of money
 - Present value (PV)
 - Future value (FV)
 - Net present value (NPV)
- **Internal rate of return (IRR)**
- **Return on investment (ROI)**



You will not need to calculate any of these for the exam.

Project Selection Using Present Value (PV) and Net Present Value (NPV)

PV applies to projects that span several time periods when the value of money might change – e.g., inflation

Factors to determine PV include:

- Future value
- Interest rate
- Number of periods

Net present value (NPV):

- Is used for capital budgeting
- Accounts for inflation and macro-economic change (discount rate)
- Compares the value of a currency unit today to the value of the same currency unit in the future

Year	0	1	2	3	4
Net Cash Flows	-1200	+400	+800	+600	+1200
Factor	1	.91	.83	.75	.68
Net Present Value	-1200	+364	+664	+450	+816

How OKRs Help Deliver Business Value

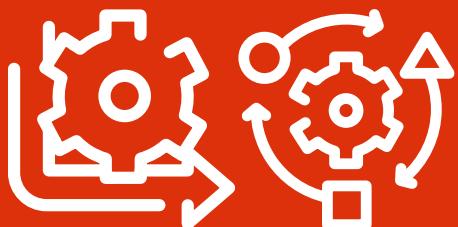


- Start with organizational objectives
- Decide key desired results
- Refine further with objectives and key results (OKRs):
 - Objectives are goals and intents
 - Key results are time-bound and measurable milestones under these goals and intents

OKR best practices:

- Support each objective with between 3-5 measurable key results
- Aim for 70% success rate to encourage competitive goal-making. A 100% success rate should be re-evaluated as not challenging enough
- Write OKRs that are action-oriented and inspirational and include concrete, measurable outcomes

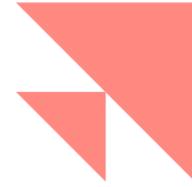
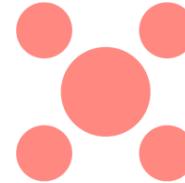
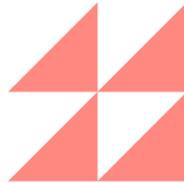
Incremental Value Delivery



An incremental development approach can:

- Enable value delivery sooner
- Attain higher customer value and increased market share
- Allow partial delivery (or previews) to customers
- Enable early feedback, allowing for adjustments to the direction, priorities and quality of the product

ECO Coverage

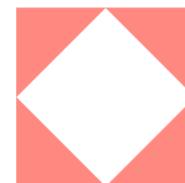
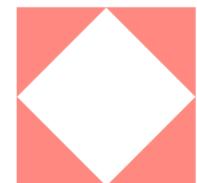
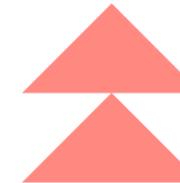
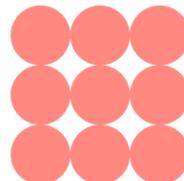


3.2 Evaluate and deliver project benefits and value

- Investigate that benefits are identified (3.2.1)
- Evaluate delivery options to deliver value (3.2.4)

2.1 Execute project with the urgency required to deliver business value

- Assess opportunities to deliver value incrementally (2.1.1)



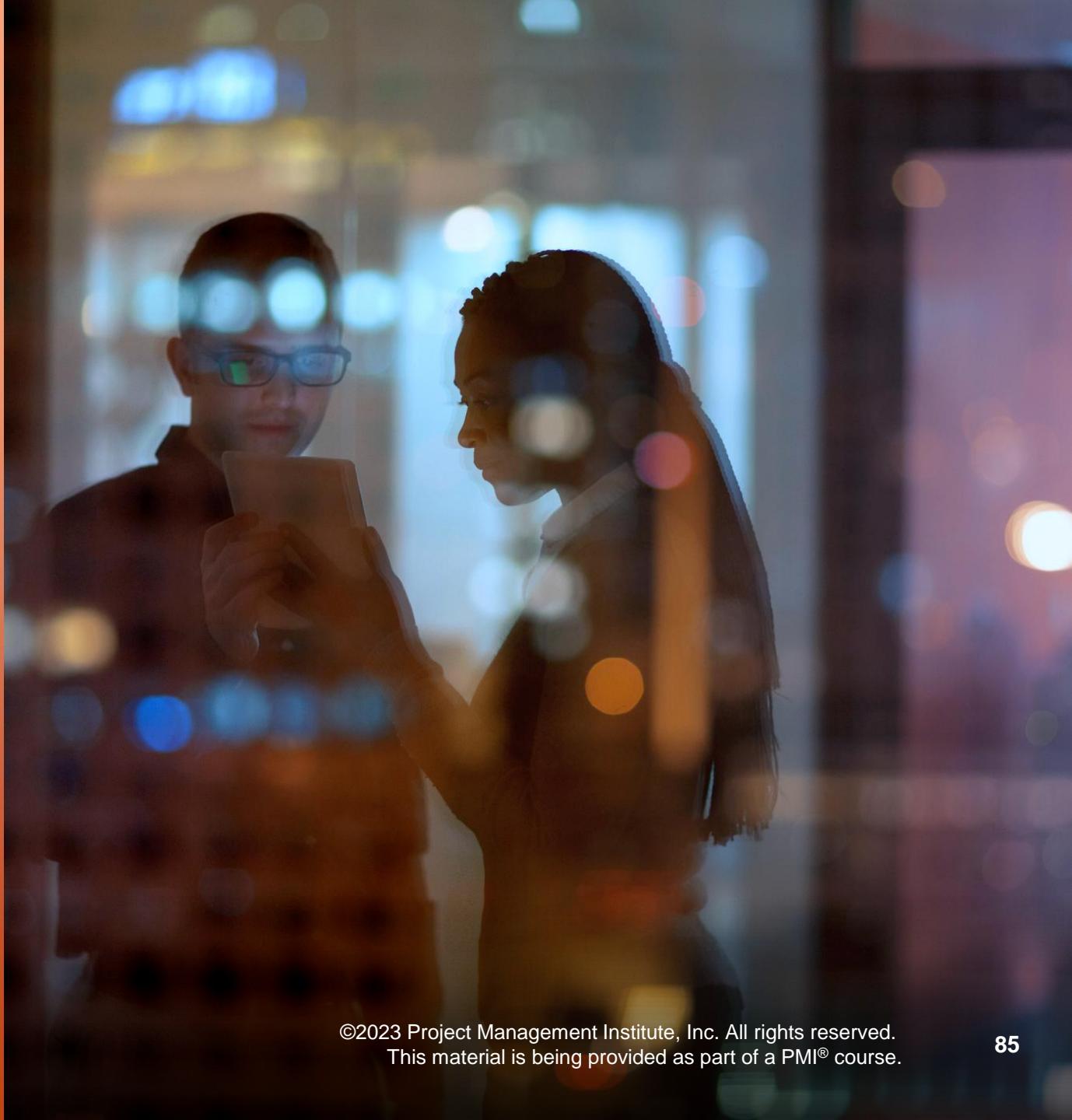


Organizational Culture and Change Management

TOPIC D

Change Management*

- Organizations embrace change as a strategy.
- PMOs build and sustain alignment between projects and the organization.
- Whether your organization has a PMO or not, you are a “changemaker”!
 - Tailor a strategy to circumstances, people and timing
 - Use a robust approach



Manage Organizational Change Impacts on Projects



- **Assess** organizational culture
- **Evaluate** impact of organizational change to project and determine required actions
- **Recommend** options for changes to project
- Continually **monitor** external business environment for impacts to project scope/backlog

Risk, Culture and Change in Organizations



Risk threshold and appetite are shaped by diverse values of:

- Country/region
- Industry/sector
- Leadership
- Project team

These must be understood with care to:

- Establish effective approaches for initiating and planning projects
- Identify the accepted means for getting work done

Change Management Framework



“Organizational change requires individual change”

The **ADKAR®** model names five milestones an individual must achieve in order to change successfully:

- **A** – Awareness of the need for change
- **D** – Desire to support the change
- **K** – Knowledge of how to change
- **A** – Ability to demonstrate new skills and behaviors
- **R** – Reinforcement to make the change stick

Actions to Support Change



DO

- **Coach co-workers to support the business** — patience and compassionate mentoring are key
- **Enable an agile operating system** - Coach team members in agile to facilitate adoption of a change-centered mindset
- **Keep knowledge current** – Continuously improve processes and knowledge

DON'T

- **Force changes** – Involve and consult; aim to secure buy-in to the reasons for change
- **Alienate resisters** – Change can breed conflict, so proceed carefully

Plan for Change

Define the knowledge transfer, training and readiness activities required to implement the change brought by the project

- Include an **attitudinal survey** to find out how people are feeling
- Create an **informational campaign** to familiarize people with changes
- Be open and transparent about potential effects of the changes
- Consider creating a rollout plan

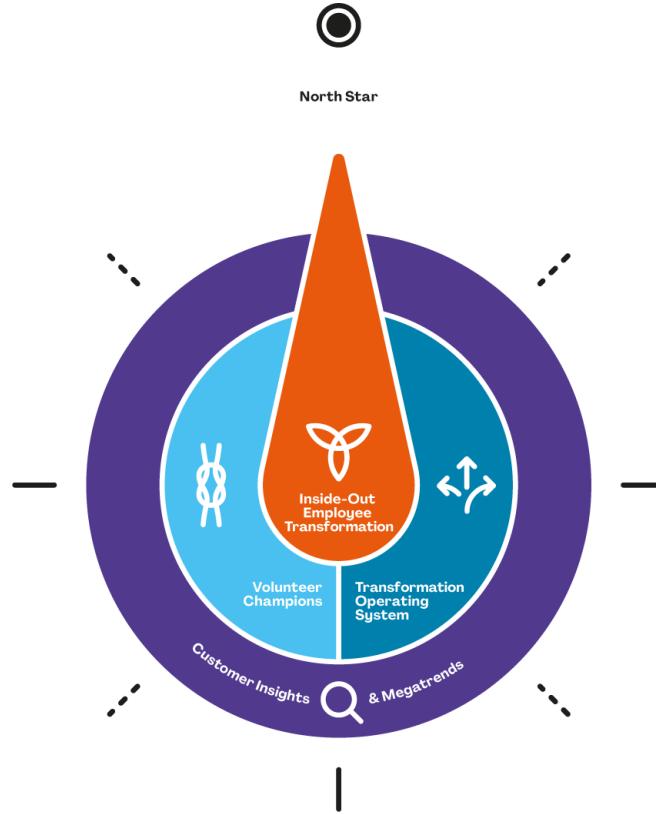


The rollout plan is not a project management plan component.



Organizational Transformation for Project Practitioners

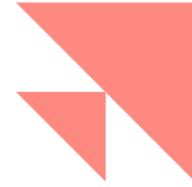
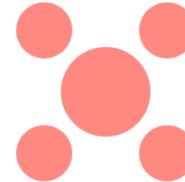
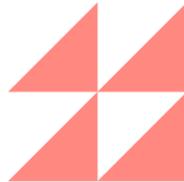
- A **North Star statement** articulates the vision and strategic objectives
- **Customer insights and global megatrends**
- A flat, adaptable cross-functional **transformation operating system**
- Internal **volunteer champions** (not external consultants)
- **Inside-Out Employee Transformation** (similar to ADKAR)



Brightline® - a PMI initiative

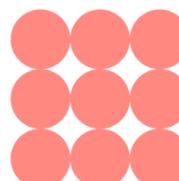
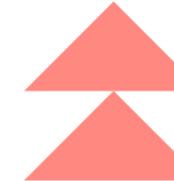
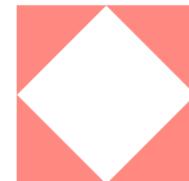
*The Brightline(R)
Transformation Compass
and five building blocks of
transformation - an
enterprise-level change
management framework*

ECO Coverage



3.4 Support organizational change

- Assess organizational culture (3.4.1)
- Evaluate impact of organization change to project, and determine required actions (3.4.2)
- Evaluate impact of the project to the organization and determine required actions (3.4.3)





Project Governance

TOPIC E

Project Governance

The framework, functions, and processes that guide project management activities to create a unique product, service, or result to meet organizational, strategic, and operational goals.

Key benefits:

- Offers a single point of accountability
- Encompasses the **project life cycle**

Governance type differs among organizations and projects.



Project Governance

What Kind and How Much?



Too much governance can annoy stakeholders, while relaxed governance can lead to a lack of stakeholder engagement or accountability.

Governance:

- Is typically already in place – established by a PMO or aligned with organizational policies
- Depends on strategic importance of project, constraints or oversight requirements



- *Critical for managing internal or external business environment change and deviations in budget, scope, schedule, resources or quality*
- *Budget management oversight is a key governance area.*

Project Governance: Components

Processes for:

- Change
- Communication
- Documentation—e.g., project management plan
- Decision-making
- Internal stakeholder alignment with project process requirements
- Review and approval of changes above project manager authority level
- Risk and issue identification, escalation, and resolution
- Stage gate or phase reviews
- Guidelines for aligning project governance and organizational strategy
- Project life cycle and development approach
- Project organization chart with roles
- Project success and deliverable acceptance criteria
- Relationship among project team, organizational groups, and external stakeholders

Governance in Adaptive Projects



Can:

- Document outputs and expectations
- Provide a clear view of project status from:
 - Defined iteration/sprint expectations and outputs
 - Releases tied to specific dates
 - “Real-time” monitoring of project output through daily standups

Iterative approaches enable quicker and less costly identification of value-based outputs than predictive

Governance Board

aka Project Board or Steering Committee



Does anyone have experience with a project governance board? Describe how it works with your project.



- Provides project oversight
- May include project sponsor, senior managers and PMO resources
- May be responsible for:
 - Reviewing key deliverables
 - Providing guidance for project decisions

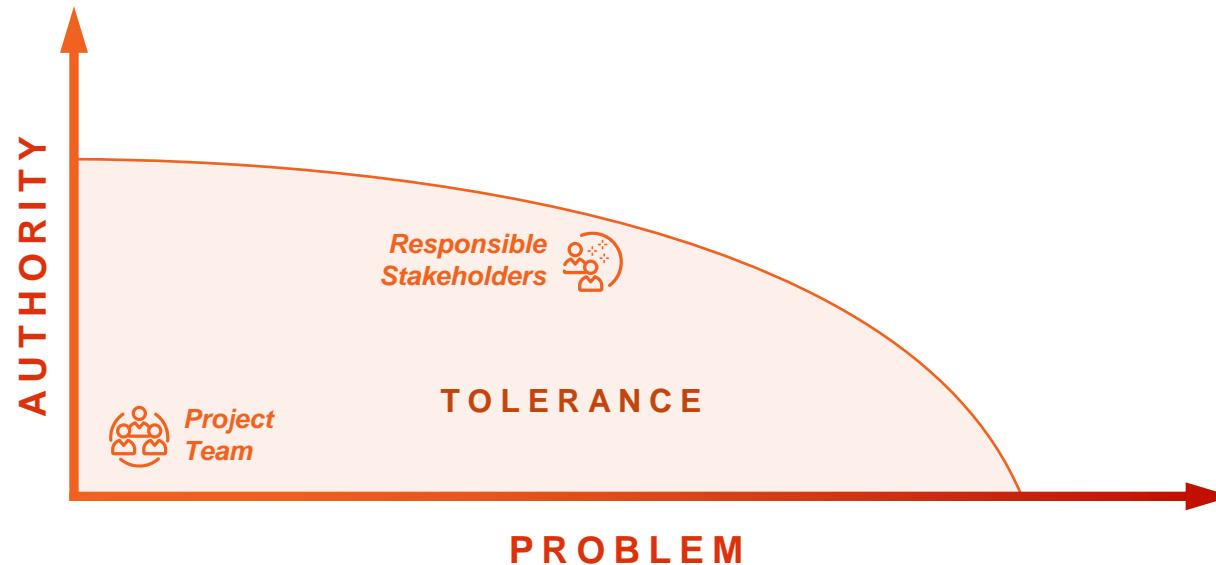
Projects that use Scrum or SAFe® use intermediary governance boards to liaise between the project and organizational governance

Governance Defines Escalation Procedures



For problems outside a project's **thresholds** or **tolerance** levels:

- **Escalate** to the responsible stakeholder who is authorized to take action;
- But if an issue is within the threshold, then work with the team to find a resolution.



Governance and Life Cycles

A Systems View



*Remember the project management principle - **Recognize, evaluate and respond to system interactions***



Governance system works alongside the value delivery system — the **project life cycle**.

Why? To enable smooth workflows, manage issues and support decision making.



Value delivery as *product of life cycle*



Value delivery *embedded in life cycle*

Governance Checkpoints: Phase Gates and Iterations



Predictive



Adaptive

Split work into phases	Split work into releases
Review results at a phase gate – aka, governance gate, kill point, or tollgate	Review results at end of iterations
Decide: <ul style="list-style-type: none">• Continue to the next phase• Continue with modifications, or• End a project or program	Gather feedback and take action to improve value in next iteration
	Continue until customer's acceptance criteria – e.g., definition of done or MVP – is satisfied or project ends



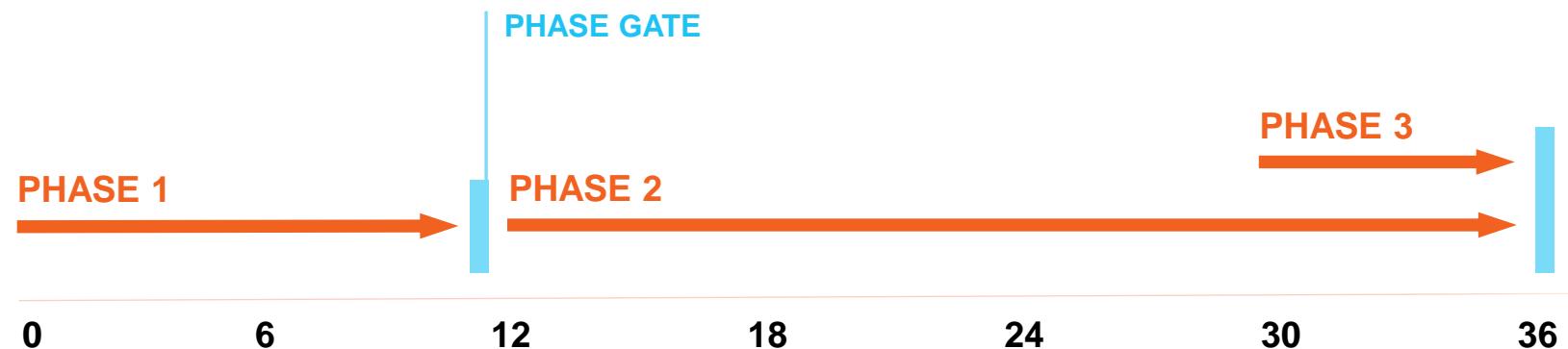
Project Phases

Relationships



Phases produce one or more deliverables; outputs from one phase are generally inputs to the next phase.

They can have **sequential** or **overlapping relationships**.



Apply Governance to Predictive Project Phases



ANGFEN



At the beginning of a phase:

- Verify and validate project assumptions
- Analyze risks
- Provide detailed explanation of phase deliverables

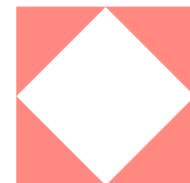
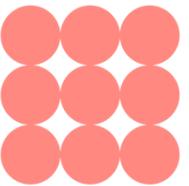
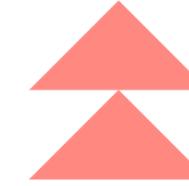
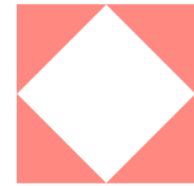
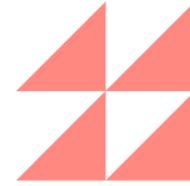
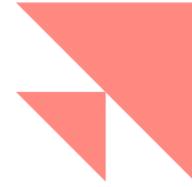
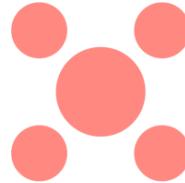
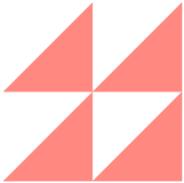
At the end:

- Key deliverables produced
- Review to ensure completeness and acceptance



If huge risks are encountered, deliverables are no longer needed or requirements change, a phase or project will be terminated.

ECO Coverage





Project Compliance

TOPIC F

- Internal and external standards include:
 - Government regulations
 - Corporate policies
 - Product and project quality
 - Project risk
- PMO monitors compliance at organizational level
- Project team is also responsible for project activity-related compliance, including:
 - Quality of processes and deliverables/products
 - Procurement and work by vendors

Compliance Requirements

Legal or regulatory constraints include:

- Requirements for specific practices
- Standards
- Privacy laws
- Handling of sensitive information

Quality: Tailor to your project — How much process rigor and quality control is relevant?



Compliance Categories Classification

- Environmental risks
- Workplace health and safety
- Ethical/noncorrupt practices
- Social responsibility
- Quality
- Process risks

Categories vary based on:

- Industry and solution scope
- Unique legal and regulatory exposure

Compliance Threats

How to Investigate

-
- Where/who in the organization handles compliance?
 - What legal or regulatory requirements impact the organization? e.g. workplace safety, data protection, requirements for professional memberships
 - What is the organization's **quality policy**?
 - Are the team and stakeholders aware of compliance matters?



Treat Compliance as a Project Objective

- Proactively track and manage risks for compliance requirements
- Be prepared to perform quality audits
- Continuously validate legal and regulatory compliance for deliverables
- Check compliance before the end of the project to avoid transferring issues
- In a risk or dedicated compliance register, include:
 - The identified risk
 - A responsible risk owner
 - Impact of a realized risk
 - Risk responses



Larger organizations or those in highly regulated industries typically have a compliance department or officer.

Compliance

Five Best Practices

- **Documentation:** Updated compliance needs and risks
- **Risk planning:** Prioritize compliance in risk planning
- **Compliance council:** Includes quality/audit specialists and relevant legal/technical specialists
- **Compliance audit:** Formal process
- **Compliance stewardship:** It's your responsibility!

Interactive/Activity

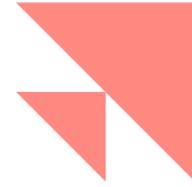
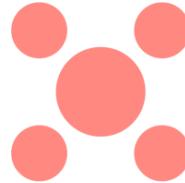
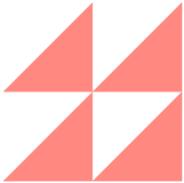


Let's talk about compliance.

- Does your organization have a quality policy?
- Do you know where to find the quality policy or standards for your projects?
- What kinds of compliance activities are you involved with?

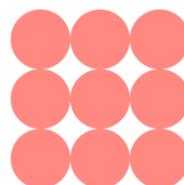
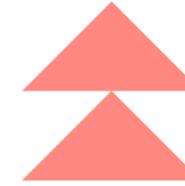
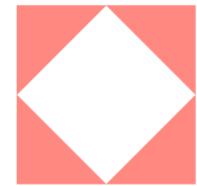
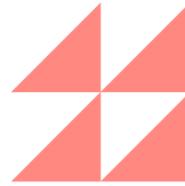


ECO Coverage

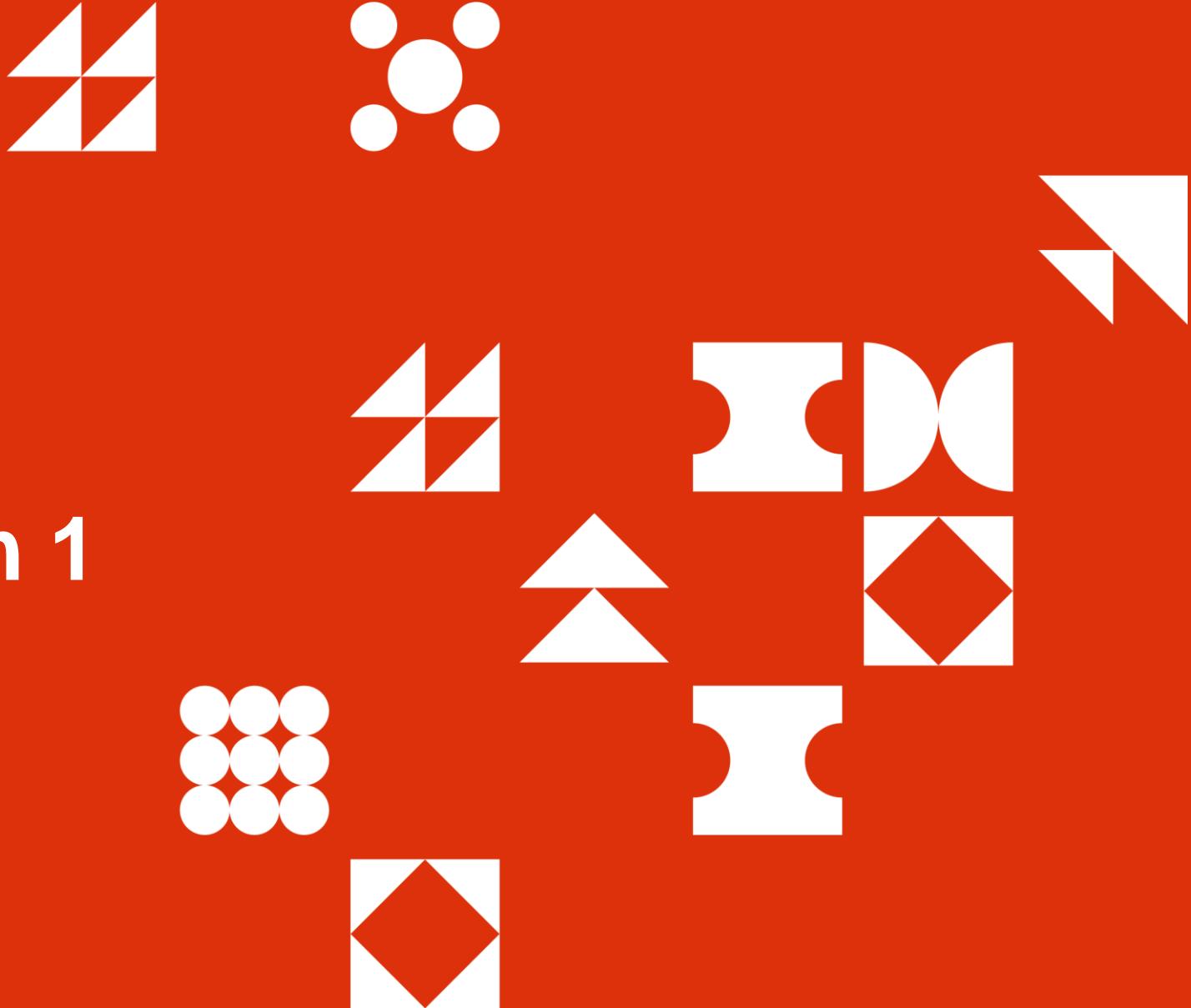


3.1 Plan and manage project compliance

- Confirm project compliance requirements (e.g., security, health and safety, regulatory compliance (3.1.1))
- Classify compliance categories (3.1.2)
- Analyze the consequences of non-compliance (3.1.5)



End of Lesson 1



LESSON 2

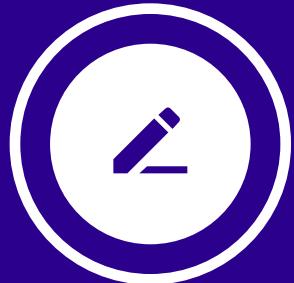
START THE PROJECT

- Identify and Engage Stakeholders
- Form the Team
- Build Shared Understanding
- Determine Project Approach



Learning Objectives

- Define and discuss stakeholders and the most effective ways to communicate with them.
- Explain the best ways to form a team.
- Describe how to build the most effective understanding of a project and how doing so relates to executing a project successfully.
- Explain how predictive and adaptive project life cycles work; explain what a hybrid development approach is.
 - Decide which kind of development approach or life cycle is best suited for work.



Identify and Engage Stakeholders

TOPIC A

Typical Project Stakeholders*



Can you categorize these stakeholders?

- *Which are typically project team members? Which are not?*
- *Which are typically active in project work?*

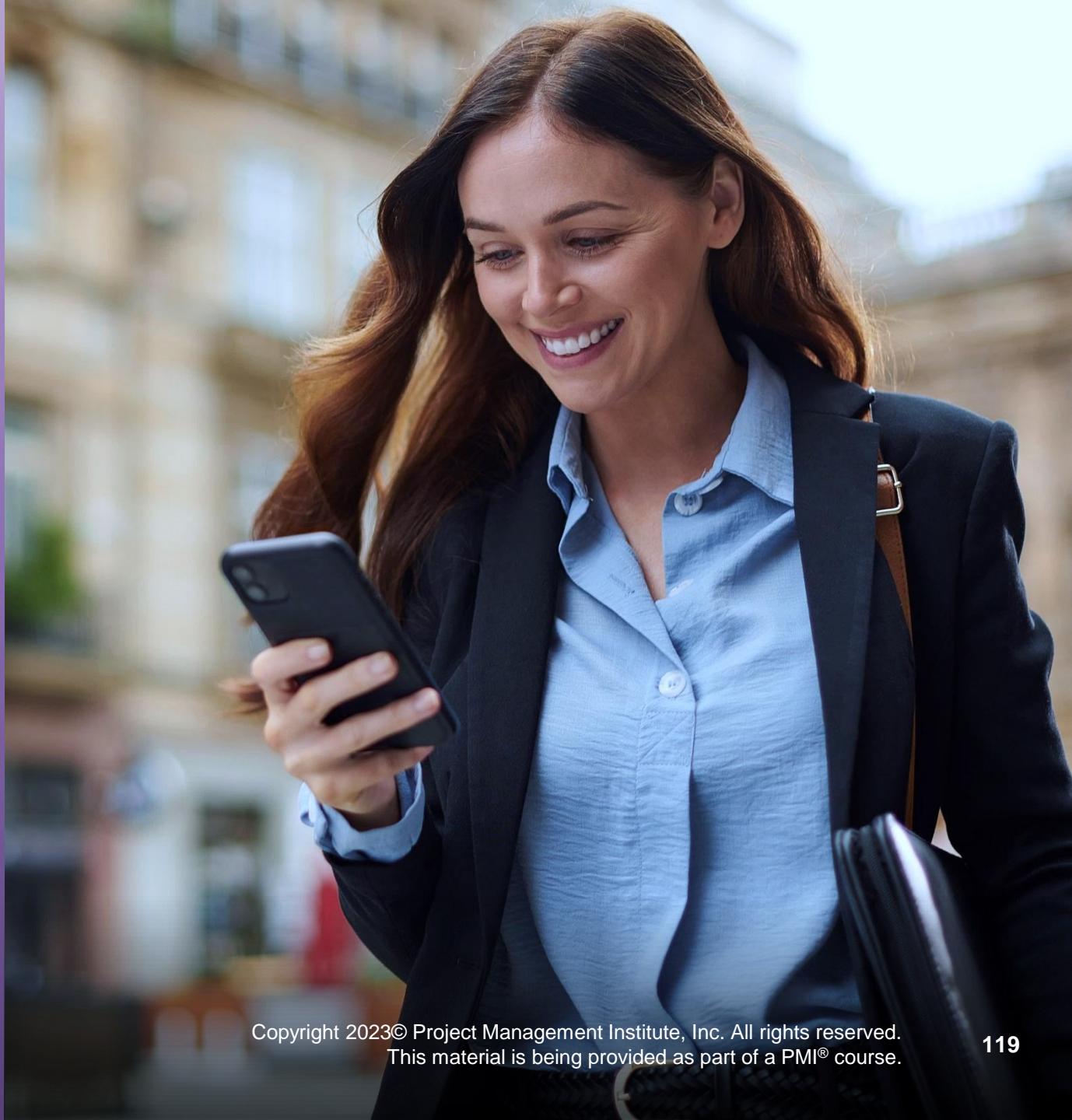


-
- End users
 - Customers
 - Employees
 - Organization
 - Managers
 - Sponsors
 - Business partners
 - Suppliers and contractors
 - Government
 - Community

Stakeholder and Communications Management

Overview

- Stakeholder register
- Stakeholder engagement plan
- Communications management plan
- Stakeholder engagement assessment matrix (SEAM)
- Assessment grids / matrices / models



Stakeholder Identification

Who are they?

- Check the **business case** and **benefits management plan** for names
- Later, check the **issue/impediments log**, **change log** or **requirements documents** to see who else is needed or named

What's their relationship to the project?

- Interest
- Involvement
- Interdependencies
- Influence
- Potential impact on project success



Identify and engage stakeholders early to avoid surprises later in the project!

Assess Stakeholders

Data Gathering

- Questionnaires and surveys
- Brainstorming

Data Analysis

- **Stakeholder analysis** — What are their “stakes” in the project? — i.e., interest, rights, ownership, knowledge, contribution
- Document analysis

Data Representation

- Two-dimensional (2D) grids
 - Power/interest
 - Power/influence
 - Impact/influence
- 3D grid — Stakeholder “cube”
- Salience model
- Directions of influence

Create the Stakeholder Register

-
- Capture and record important stakeholder information
 - Factor in OPAs
 - Update it! Describe the evolving relationship with stakeholders throughout the project



Contains the information necessary to execute the stakeholder engagement plan



- Refer to **stakeholder registers** from previous, similar projects for help
- Remember this is a public document, so ensure the information presented is appropriate



Stakeholder Register

	Name	Title	Internal / External	Project Role	Major Requirements	Expectations	Influence / Attitude
1	Eugene Lowe	CEO	Internal	Sponsor	Successful completion	On-time completion, successful partnerships	Champion
2	Oasestown Municipality		External	Government partner (liaison); funding contributor; owner of SLC site	Successful completion of facility and partnership;	Accountability	Supporter
3	Kara Black	Principal, Oases Architects	External	Partner, designer, specialist knowledge (conservation building)	Clear design brief, successful partnership	Fluid funding and communication, design autonomy	Champion
4	Josie Bynoe	Chair, BOD	Internal	Direct strategic local partnerships for Shawpe	Environmental sustainability of project work; "moral rights"	No damage to Oasestown conservation district or environs	Resistor
5	Helen Grey	Lead, business development	Internal	Product owner	High profile tenants, excellent community and conservation credentials	Organizational learning; leadership opportunity	Neutral
6	Hasan Persaud	VP of Business Development	Internal	Portfolio owner	Capacity for ongoing revenue	End-user in Phase 3	Neutral
7	Mandeep Chahal	VP of Finance	Internal	Budget controller	direct contact with funding partners	clear data	Neutral
8	Kei Leung	VP of Marketing	Internal	Marketing expert	elevation of brand	high quality tenants	Supporter
9	Tenants		External	Income source	bespoke spaces	high quality	Neutral
10	Contractors		External	Vendors - building	clear instructions, contract		Neutral
11	Oasestown local residents		External	Neighbors to project	Traffic and noise pollution management	no inconveniences	Resistor
12	Oasestown Community Partnership		External	Community group operating in Oasestown	none	a free space in the SLC	Champion

DAILY PMP BOOTCAMP SURVEY



LOOK FOR THE SURVEY LINK IN THE CHAT

- Our goal is to provide the best possible Bootcamp experience for a live streaming webinar, with hundreds of participants.
- For each Bootcamp session,
 - Let us know **what you liked** about the experience – your comments really matter.
 - Please include a thank you **to the mentor(s)** working off camera.
 - If you have **recommendations**, share those too!

We sincerely value your opinion!

Y Scale

This Scale: 0 not at all likely- 10 extremely likely



On a scale of 0-10, how likely are you to recommend this bootcamp to someone else?

This Scale: 0 not at all likely - 10 extremely likely



PROJECT MANAGEMENT OFFICE (PMO)

A management structure that standardizes the project-related governance processes and facilitates the sharing of resources, methodologies, tools and techniques. PMOs are more common in larger organizations because of the number of projects that can be in process at the same time.



TAILORING

Tailoring is the deliberate adaptation of the project management approach, governance, and processes to make them more suitable for the given environment and the work at hand.



STRATEGIC PLAN

A high-level business document that explains an organization's vision and mission plus the approach that will be adopted to achieve this mission and vision, including the specific goals and objectives to be achieved during the period covered by the document.



BENEFITS MANAGEMENT PLAN

The documented explanation defining the processes for creating, maximizing, and sustaining the benefits provided by a project or program. It also describes how and when the benefits of a project will be derived and measured. Both the business case and the benefits management plan are developed with the benefits owner prior to the project being initiated. Additionally, both documents are referenced after the project has been completed. Therefore, they are considered business documents rather than project documents or components of the project management plan.



COST-BENEFIT ANALYSIS

Is one method of measuring or evaluating a project's benefit and value.



OPPORTUNITY COST

A concept applied to quantify the missed opportunity when deciding to use a resource (e.g. investment dollars) for one purpose versus another. Alternately opportunity cost is the loss of potential future return from the second-best unselected project. In other words, it is the opportunity (potential return) that will not be realized when one project is selected over another.



INTERNAL RATE OF RETURN (IRR)

The interest rate that makes the net present value of all cash flow equal to zero. This rate is a function of the cost of capital for project implementation.



RETURN ON INVESTMENT (ROI)

A financial metric of profitability that measures the gain or loss from an investment relative to the amount of money invested.



CHANGE MANAGEMENT

A comprehensive, cyclic, and structured approach for transitioning individuals, groups, and organizations from a current state to a future state in which they realize desired benefits. It is different from project change control, which is a process whereby modifications to documents, deliverables, or baselines associated with the project are identified and documented, and then are approved or rejected.



THRESHOLD

A predetermined value of a measurable project variable that represents a limit that requires action to be taken if it is reached.



TOLERANCE

The quantified description of acceptable variation for a quality, risk, budget, or other project requirement.



ESCALATE

The act of seeking helpful intervention in response to a threat that is outside the scope of the project or beyond the project manager's authority.



PROJECT LIFE CYCLE

The series of phases that a project passes through from its start to its completion.



PHASE

Refers to a collection of activities within a project. Each project phase is goal oriented and ends at a milestone.



PHASE GATE

A point review at the end of a phase in which a decision is made to continue to the next phase, to continue with modification, or to end a project or program.



MINIMUM VIABLE PRODUCT (MVP)

The smallest collection of features that can be included in a product for customers to consider it functional. In Lean methodologies, it can be referred to as “bare bones” or “no frills” functionality.



SEQUENTIAL RELATIONSHIP

Refers to a consecutive relationship between phases; phases occur in procession and without overlap.



OVERLAPPING RELATIONSHIP

A type of phase-to-phase relationship characterized by phases that start prior to the ending of the previous phase. Therefore, activities in different phases run concurrently with one another.



QUALITY POLICY

The basic principles that should govern the organization's actions as it implements its system for quality management.

STAKEHOLDER

An individual, group or organization that may affect, be affected by or perceive itself to be affected by a decision, activity or outcome of a project, program or portfolio.

STAKEHOLDER ANALYSIS

STAKEHOLDER ANALYSIS

A technique of systematically gathering and analyzing quantitative and qualitative information to determine whose interests should be considered throughout the project.

STAKEHOLDER REGISTER

STAKEHOLDER REGISTER

A project document including the identification, assessment, and classification of project stakeholders.