



PMP® EXAM PREP

PMI Authorized Training Partner

BOOTCAMP

Session 6

Class will begin at 1pm EST

Attendance Alert

Please make sure you log into Zoom with your correct first name and last name and enter the same information for every session.

Instructor: Priscilla Bakx-Kabai, MCE,
PMP®, ACP®, DASSM, LSSGB

PMP® Exam Prep

This course will assist learners in preparing for PMI's PMP Exam (2021 Update)

HOUSEKEEPING



Resources & Materials

This class will be recorded for quality assurance purposes.

SharePoint Student Document [Link](#):

From Edward to Everyone:
Welcome to today

From Edward to Everyone:
Welcome to today

From Me to Everyone:
Looking forward to today's tutorial!

From Edward to Everyone:
How did everyone find the seminar last week?

To: Everyone (in Meeting) File ...

Type:

Documents > PMP (PMI ATP) Bootcamp

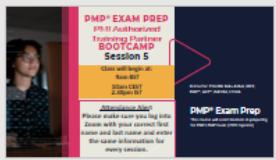
Name
Attendance and Certificates of Completion Info Video
Bootcamp Slide Decks and Recordings
Documents (Syllabus, Exam Content Outline, etc.)
PMP Learner Kit Information Video

Your PMP Bootcamp Course Syllabus

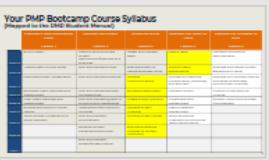
(Mapped to the PMP Student Manual)

Creating a High-Performing Team		Starting the Project	Doing the Work	Keeping the Team on Track	Keeping the Business in Mind
	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5
Topic A	Build a Team	Determine Appropriate Project Methodology/Methods and Practices	Assess and Manage Risks	Lead a Team	Manage Compliance Requirements
Topic B	Define Team Ground Rules	Plan and Manage Scope	Execute Project to Deliver Business Value	Support Team Performance	Evaluate and Deliver Project Benefits and Value
Topic C	Negotiate Project Agreements	Plan and Manage Schedule	Manage Communications	Address and Remove Impediments, Obstacles, and Blockers	Evaluate and Address Internal and External Business Environment Changes
Topic D	Empower Team Members and Stakeholders	Plan and Manage Budget and Resources	Engage Stakeholders	Manage Conflict	Support Organizational Change
Topic E	Train Team Members and Stakeholders	Plan and Manage Quality of Products and Deliverables	Create Project Artifacts	Collaborate with Stakeholders	Employ Continuous Process Improvement
Topic F	Engage and Support Virtual Teams	Integrate Project Planning Activities	Manage Project Changes	Mentor Relevant Stakeholders	
Topic G	Build Shared Understanding about a Project	Plan and Manage Procurement	Manage Project Issues	Apply Emotional Intelligence to Promote Team Performance	
Topic H		Establish Project Governance Structure	Ensure Knowledge Transfer for Project Continuity		
Topic I		Plan and Manage Project/Phase Closure			

Recap Session 05



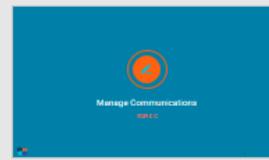
1



2



3



4



5



6



7



8



9



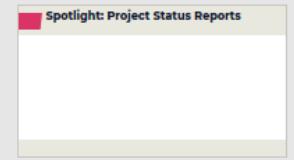
10



11



12



13



14



15



16



17



18



19



20



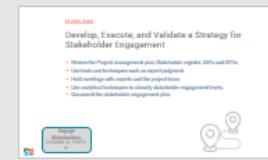
21



22



23



24



25



26



27



28



29



30



31



32



33



34



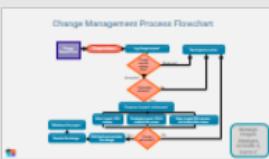
35



36



37



38



39



40

Performance Tracking Techniques

Tool	
Scrum/Agile/Kanban boards	Based on the Japanese management method of pulling cards to various stages as they are worked on, physical or electronic boards can track work as it progresses across various stages or categories.
Throughput Metrics	Measurement of the team's work that has moved from one stage to another stage over a certain time.
Cycle Time	Measurement of work that has progressed all the way from plan to completed or delivered.
Quality Metrics	Various measurements to track quality deliverables, defects, and acceptable output.
Earned Value	Tracking cost and effort performance against a planned value.
Bar Charts (Gantt)	Using the project schedule to track performance over time.
Velocity	Measurement of total output from an iteration to attempt to predict future iteration outputs.



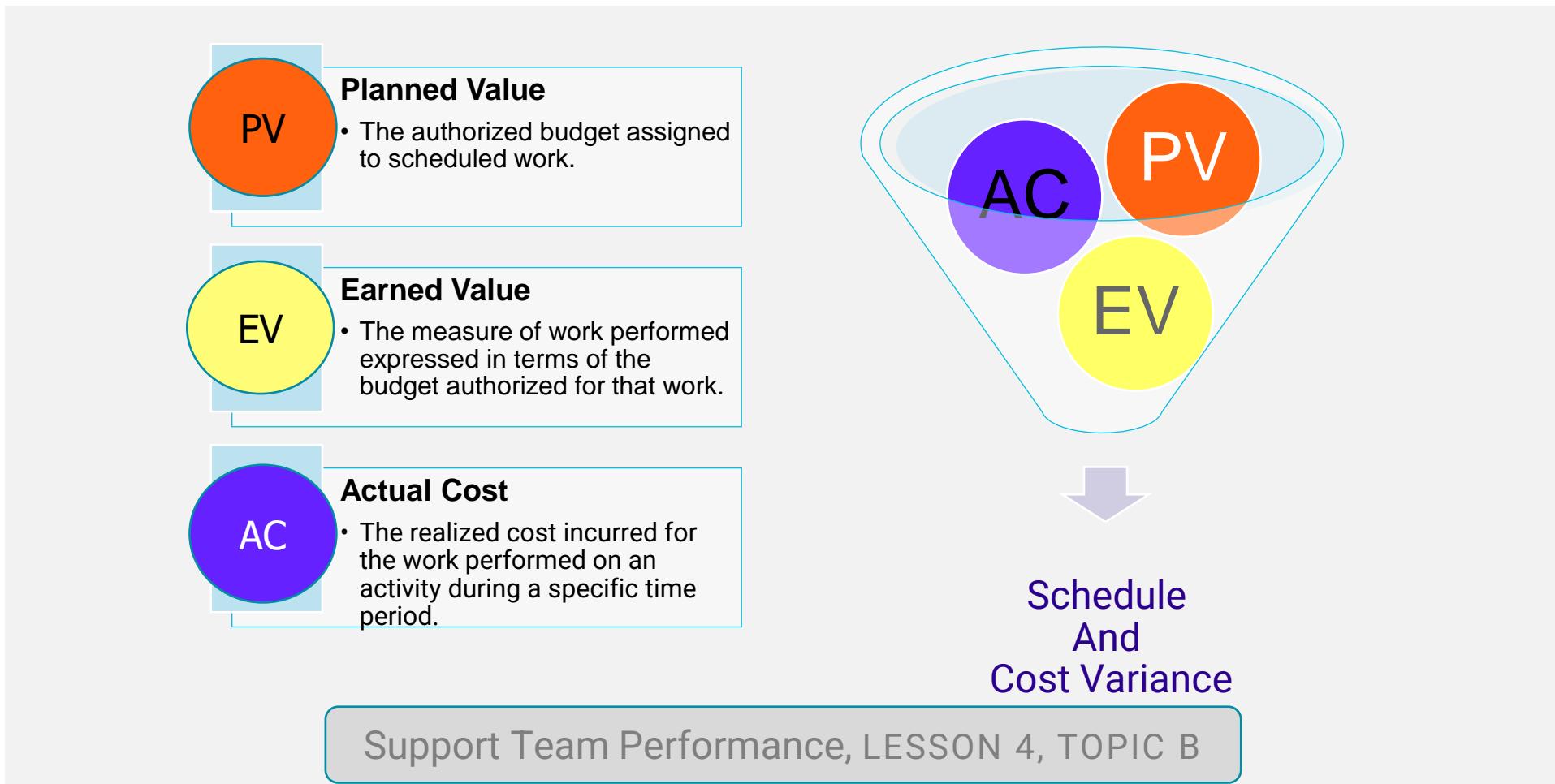


The monetary **value** of the work contribution is another way of supporting and measuring performance.

Support
Team
Performance,
LESSON 4,
TOPIC B

Earned Value Management (EVM)

In projects that use earned value management, the cost baseline is referred to as the performance measurement baseline.

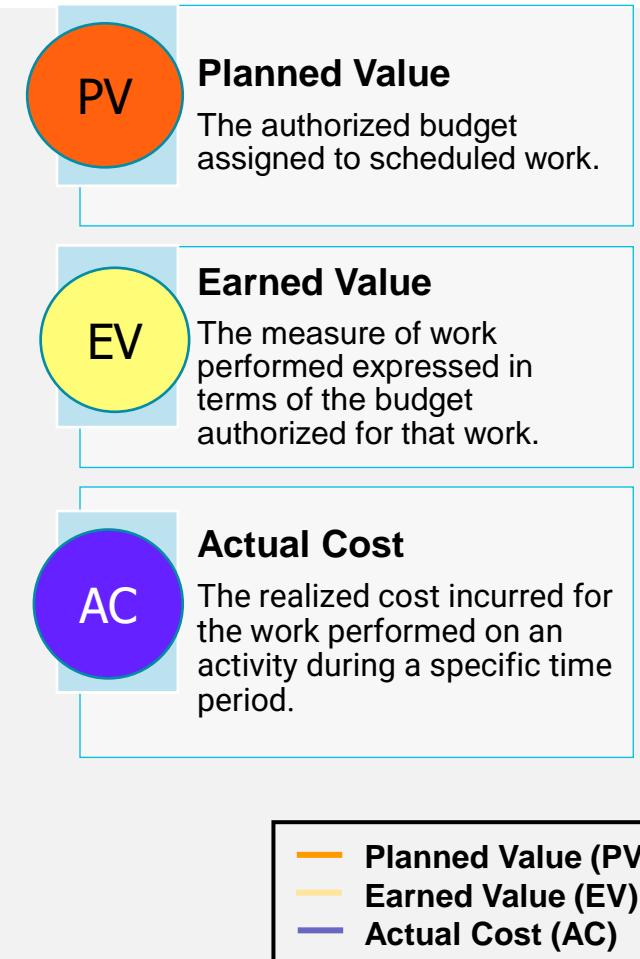


**More
about...**

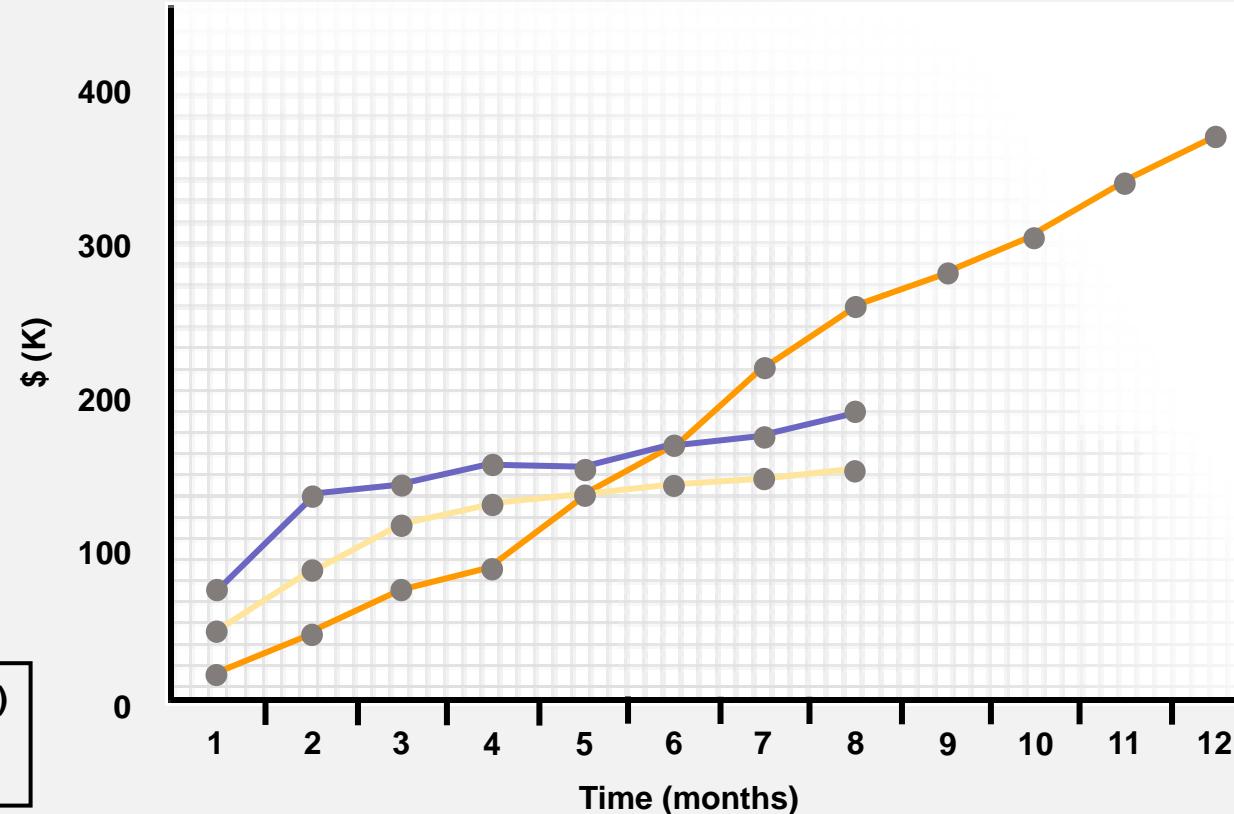
Course: Planning and Managing the Project Budget (2021 Update)
Video: Planned Value and Earned Value Calculations (5:29 run time)

Planned Value and Earned Value Calculations

Earned Value Management (EVM)



$EV = \% \text{ work complete to date} \times \text{budgeted cost}$



EVM Measures for Cost Control

Cost Variance - the amount of budget deficit/surplus at a given point in time, expressed as the difference between EV and AC.

- A positive CV indicates a project is under budget.
- A zero CV indicates a project is on budget.
- A negative CV indicates a project is over budget.

$$(CV = EV - AC)$$

Cost Performance Index - a measure of the cost efficiency of budgeted resources expressed as the ratio of EV to AC.

- A CPI number greater than 1.0 indicates a project is under budget.
- A CPI of 1.0 means the project is on budget.
- A CPI number less than 1.0 indicates a project is over budget.

$$(CPI = EV / AC)$$

More about...

Course: Deep Dive into Project Costs and Estimates (2021 Update)

Video: Traditional Approach to Monitoring Cost Performance (6:09 run time)

Traditional Approach to Monitoring Cost Performance

EVM Measures for Schedule Control

Schedule Variance - a measure of schedule performance expressed as the difference between the EV and the PV.

- A positive SV indicates a project is ahead of schedule.
- A zero SV indicates a project is on schedule.
- A negative SV indicates a project is behind schedule.

$$(SV = EV - PV)$$

Schedule Performance Index - a measure of schedule efficiency expressed as the ratio of EV to PV.

- An SPI number greater than 1.0 indicates a project is ahead of schedule.
- An SPI of 1.0 means the project is on schedule.
- An SPI number less than 1.0 indicates a project is behind schedule.

$$(SPI = EV / PV)$$

More about...

Course: Deep Dive into Project Costs and Estimates (2021 Update)

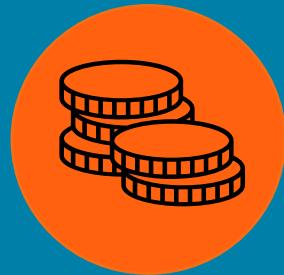
Video: Traditional Approach to Budget Forecasting (6:09 run time)

Watch: Start to 4:26

Traditional Approach to Budget Forecasting

Estimate at Completion Analysis

Estimate At Completion (EAC) - The current projected final cost of the project.



Based on the current spending efficiency (the CPI).



Calculated from the following formula, where BAC is the projected budget at completion:

$$EAC = \frac{BAC}{CPI}$$

Estimate To Complete

Estimate To Complete (ETC) - The amount of money needed to complete the project.



Based on the current spending efficiency of the project.



Calculated using the formula below:

$$ETC = EAC - AC$$



Address and Remove Impediments, Obstacles, and Blockers

TOPIC C

KEEPING THE TEAM ON TRACK > ADDRESS AND REMOVE IMPEDIMENTS,
OBSTACLES, AND BLOCKERS

Deliverables and Tools

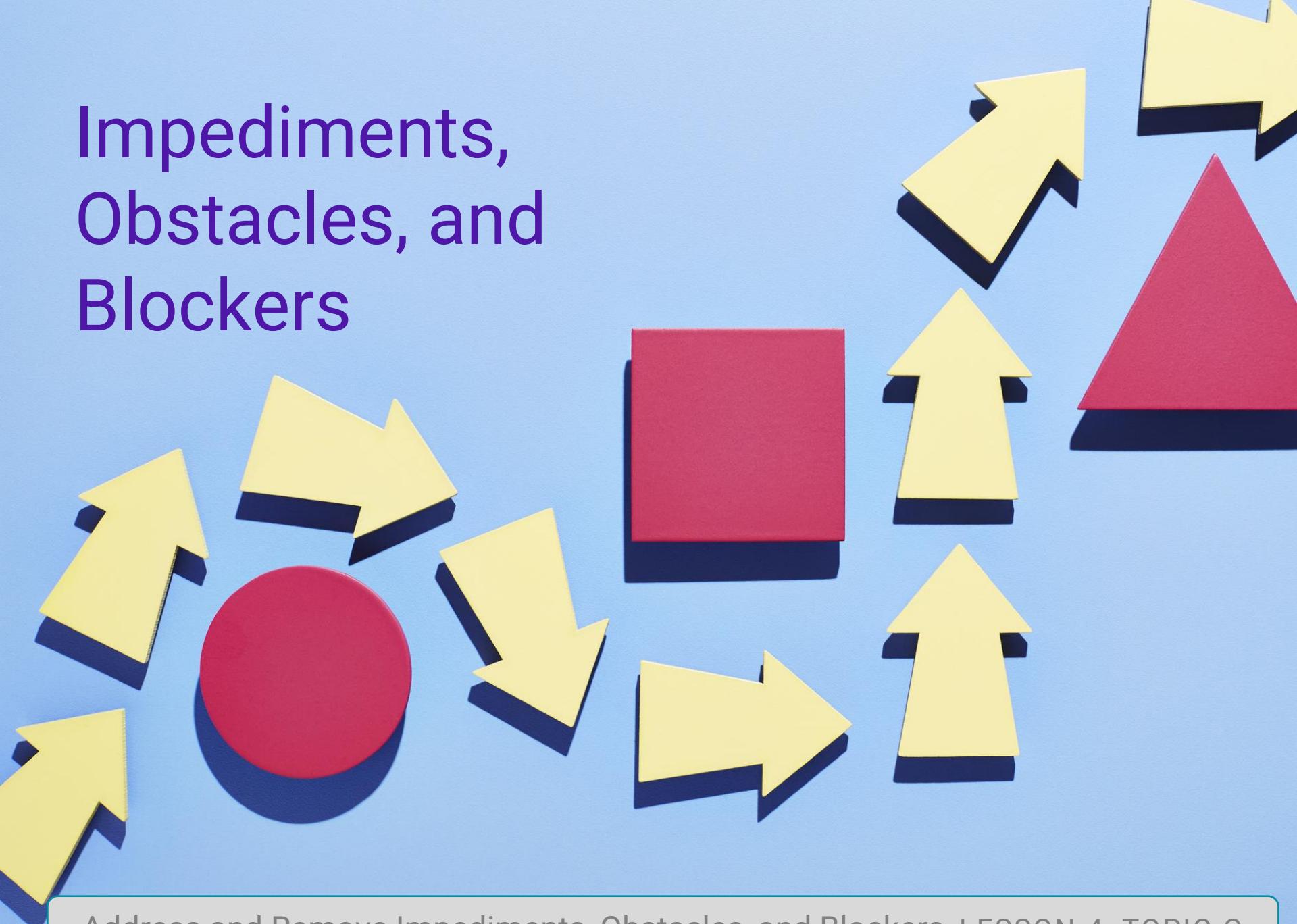


- Backlog (reprioritized)
- Updated risk register
- Action plans
- Updated impediment task board



- Daily standup
- Sprint reviews
- Risk reviews
- Backlog assessment

Impediments, Obstacles, and Blockers



Address and Remove Impediments, Obstacles, and Blockers, LESSON 4, TOPIC C

Impediments, Obstacles, and Blockers

The team can't agree on a solution!

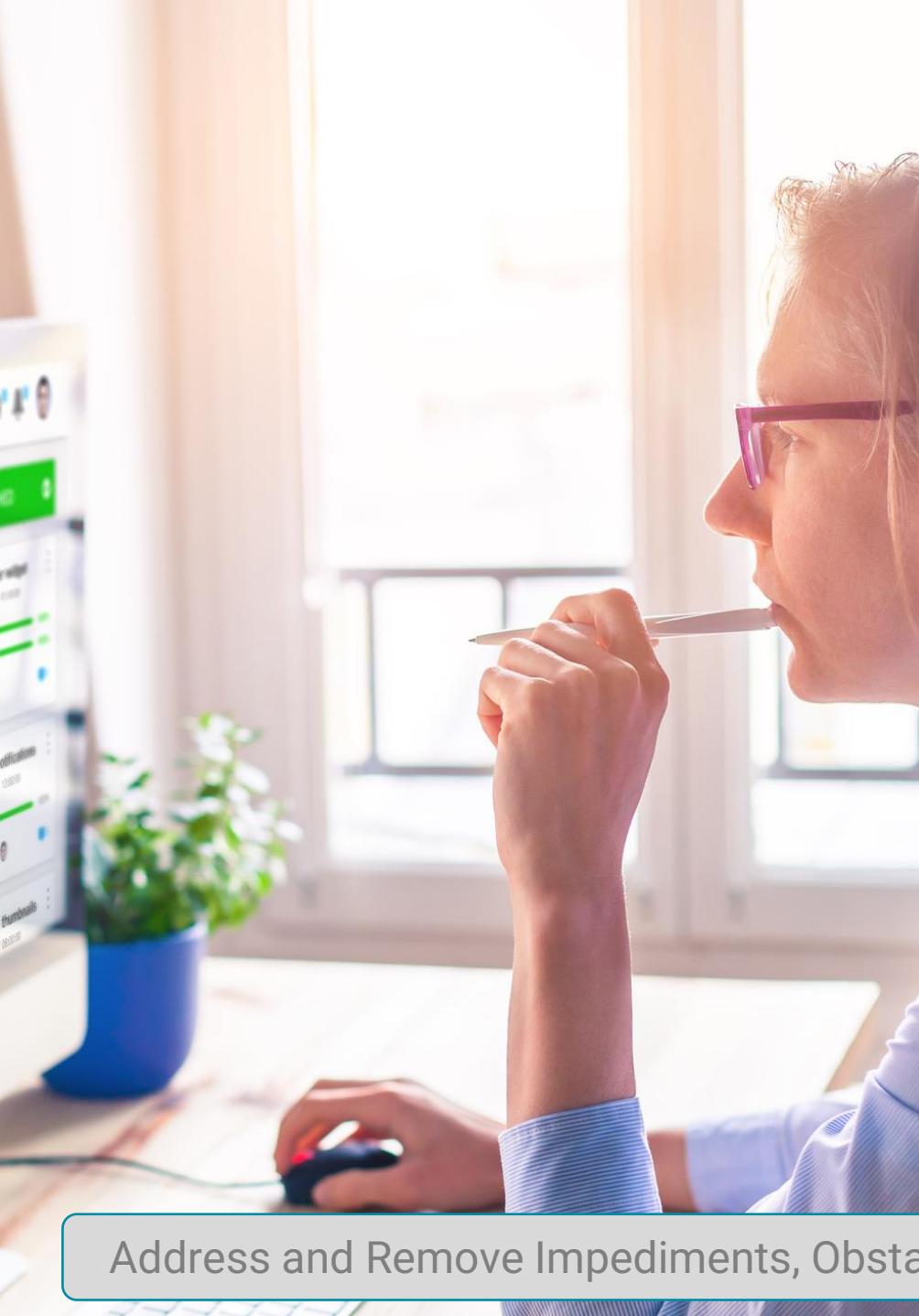


Construction can't begin before permits are granted!



The company has halted the use of the product until a new contract is signed!





Tracking Impediments

Tracking impediments as they are raised, addressed, and resolved, to ensure communication and oversight.

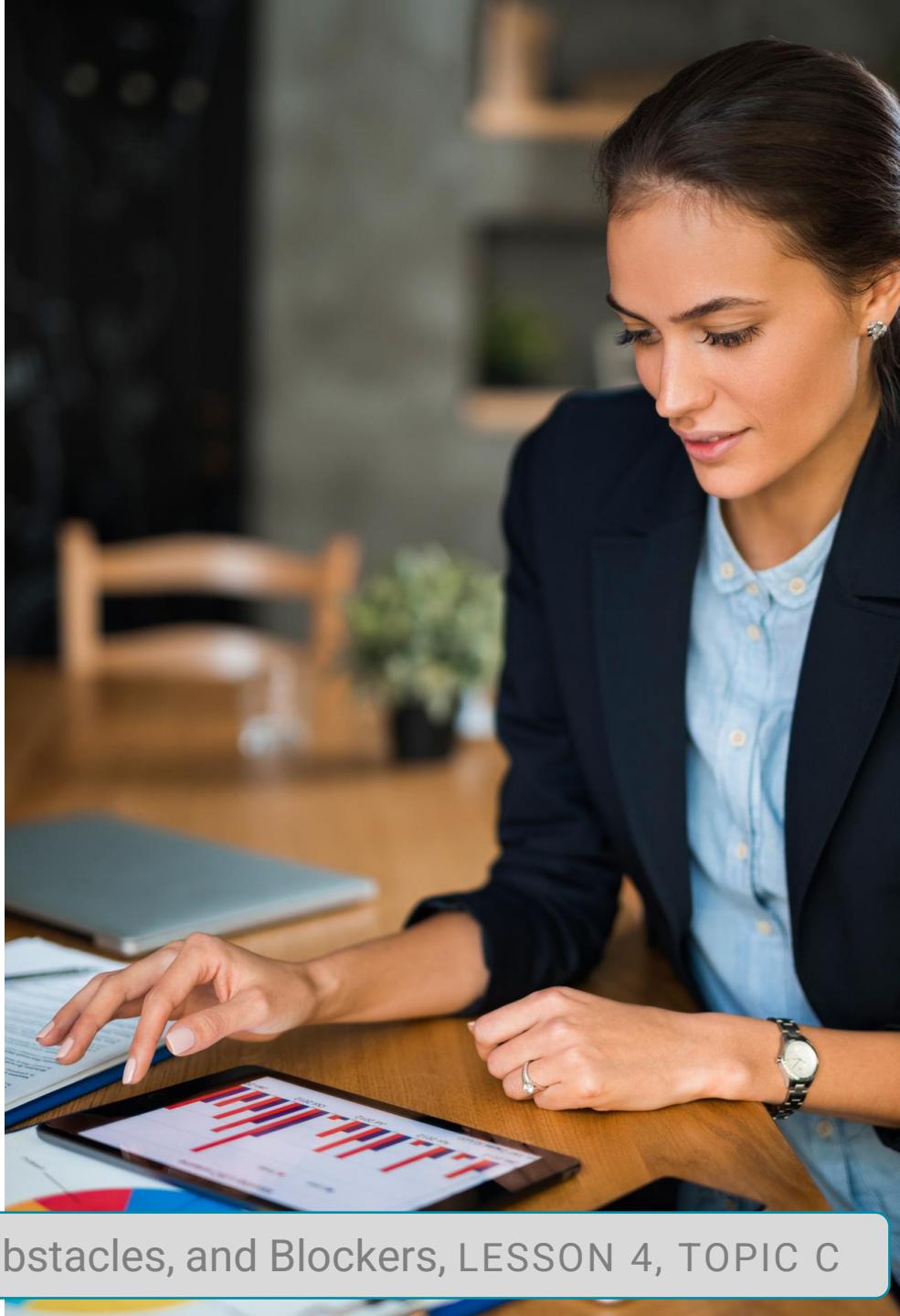
Track impediments with:

- ✓ Issue log
- ✓ Kanban (task) board
- ✓ Software applications

Capture the status and efforts associated with the identified impediments.

Risk Reviews/ Risk Register

- ✓ Impediments may be due to, or a result of, project risks or issues.
- ✓ Risks raised formally during the daily standup meetings, iteration reviews, or informally, are added to the risk register.
- ✓ Newly identified and existing risks are updated based on the current knowledge and situation.



Handle Impediments as a Servant Leader

Aim to **create an unobstructed path** for the team so they can contribute and deliver.

Optimize the workplace to be free of obstacles and other impediments.

- ✓ Create the right team space
- ✓ Focus efforts on work
- ✓ Remove distraction, non-value work, and other confusion

Take on most of the burden of **addressing and removing impediments** so the team can do their best work.



Address and
Remove
Impediments,
Obstacles,
and Blockers,
LESSON 4,
TOPIC C

GUIDELINES

Working with External Stakeholders, Other Projects, and Work Demands

- Work with the team to assess and evaluate the impediment.
- Review previous attempts or efforts to fix the problem.
- Discuss impact and solutions.
- Connect the impediment to the external source.
- Establish a single point of contact (SPOC) within the team, typically the project manager or person with the most subject matter knowledge.
- Shield the rest of the team to focus on other work.
- Create action plan and schedule.
- Follow up and communicate per agreements.
- Document resolution and lessons learned for future reference.



Address and Remove Impediments, Obstacles, and Blockers, LESSON 4, TOPIC C

GUIDELINES

Prioritize Critical Impediments, Obstacles, and Blockers

- Define the prioritization categories appropriate for team, project, and/or organization.
- Redefine levels as needed.
- Anchor the priority levels with real examples.
- Clarify the new and still open impediments.
- Review the impact or potential impact to the team and to the project objectives.
- Assign a priority to each impediment as a team or a selected subgroup based on connection to the impediment
- Communicate the priorities in a visible place, such as an information radiator.
- Create action plans for the highest priority impediments.
- Continually reassess for impediments, obstacles, and blockers.





Manage Conflict

TOPIC D

Deliverables and Tools



Team charter or Ground Rules
Updated RACI matrix



Conflict management theory
Change management theory
Conflict management models
Conflict resolution strategies
Emotional Intelligence
Active listening
Empathy

The Project Manager's Role

- ✓ While all stakeholders are responsible for managing conflict, your job is to **heavily influence the direction and handling of conflict.**
- ✓ Use interpersonal and team skills to **ensure positive results** when handling conflict.
- ✓ In agile projects, you facilitate conflict resolution while the team is empowered to resolve conflicts.
- ✓ As a servant leader, you assist in the removal of impediments or sources of conflict.



Manage Conflict, LESSON 4, TOPIC D

Skills and Leadership Techniques

In addition to the conflict management techniques we discuss shortly, also use your interpersonal skills to address conflict:

- ✓ Emotional Intelligence
- ✓ Influencing
- ✓ Leadership
- ✓ Decision-Making



Manage Conflict, LESSON 4, TOPIC D

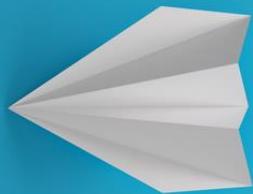
Causes of Conflict

- ✓ Competition
- ✓ Differences in objectives, values, and perceptions
- ✓ Disagreements about role requirements, work activities, and individual approaches
- ✓ Communication breakdowns



Manage Conflict, LESSON 4, TOPIC D

Conflict Management



Effective conflict management leads to:

- ✓ Improved understanding
- ✓ Better performance
- ✓ Higher productivity



Ineffective conflict management leads to:

- ✗ Destructive behavior
- ✗ Animosity
- ✗ Poor performance
- ✗ Reduced productivity



Manage Conflict,
LESSON 4,
TOPIC D

Conflict Management Approaches



Manage Conflict, LESSON 4, TOPIC D

Conflict Management Approaches (1 of 2)

Smooth/Accommodate

- ✓ Emphasize areas of agreement
- ✓ Concede position to maintain harmony and relationships

Withdraw/Avoid

- ✓ Retreat from the situation
- ✓ Postpone the issue

Collaborate/Problem Solve

- ✓ Incorporate multiple viewpoints
- ✓ Enable cooperative attitudes and open dialogue to reach consensus and commitment



Manage Conflict, LESSON 4, TOPIC D

Conflict Management Approaches (2 of 2)

Force/Direct

- ✓ Pursue your viewpoint at the expense of others
- ✓ Offer only win/lose solutions

Compromise/Reconcile

- ✓ Search for solutions that partially satisfy everyone
- ✓ Compromise to temporarily or partially resolve the conflict



Manage Conflict, LESSON 4, TOPIC D

Course: Engaging Team Members and Stakeholders (2021 Update)
Video: Conflict Management and Resolution (4:00 run time)

More
about...

Conflict Management and Resolution





Collaborate with Stakeholders

TOPIC E

Deliverables and Tools



Stakeholder Register

Stakeholder Engagement Plan

Stakeholder Management Plan



Facilitated Workshops

Engaging Stakeholders



- ✓ Trust
- ✓ Collaboration
- ✓ Productive working

Collaborate with Stakeholders, LESSON 4, TOPIC E

A photograph showing two women in a professional setting, likely an office. One woman, in the foreground, is wearing a white blouse and looking towards the right. The other woman, slightly behind her, is wearing a grey sweater and has her hair in a braid, also looking in the same direction. They appear to be working together on a laptop. In the background, another person is visible, blurred, also working at a computer.

Effective
collaboration
builds trust
between all
parties.

Collaborate with Stakeholders, LESSON 4, TOPIC E

Collaboration



Optimize understanding of aims and expectations through open dialogue and meaningful communication.

Accept that each person's involvement and engagement level may fluctuate during project.

Keep discussions transparent to ensure stakeholders are knowledgeable and expectations are set.

Leverage communication and interpersonal skills, feedback, and meeting management to maximize feedback loop and stakeholder engagement.

Collaboration Activities

Nearly constant engagement is recommended

Base the frequency of engagement on mutual needs and expectations

Activities that encourage regular collaboration include:

- Daily stand-up meetings
- Co-locating teams for face-to-face communication
- Scheduled sessions e.g. milestone reviews, backlog grooming sessions, and project update meetings

Determine and optimize collaborative activities as an ongoing team effort

GUIDELINES

Develop a Stakeholder Engagement Plan – (Part 1 of 2)

- Review project artifacts:
 - Project management plan - life cycle selected for the project, how work will be executed, how resource requirements will be met, how changes will be monitored and controlled, and the need and techniques for communication among stakeholders.
 - Stakeholder register - how to appropriately engage stakeholders.
- Organizational culture, structure, and political climate - determine best options to support an adaptive process for engaging stakeholders.
- Lessons-learned database and historical information - insight on previous stakeholder engagement plans and their effectiveness.

Collaborate
with
Stakeholders
, LESSON 4,
TOPIC E



GUIDELINES

Develop a Stakeholder Engagement Plan – (Part 2 of 2)

- Use expert judgment to decide on the level of engagement required from each stakeholder at project stages.
- Hold meetings with experts and the project team to define the required engagement levels of all stakeholders.
- Use analytical techniques to classify the level of engagement for stakeholders.
- Document the stakeholder engagement plan.

Collaborate
with
Stakeholders,
LESSON 4,
TOPIC E





Maximize Meeting Time

- ✓ Be organized
- ✓ Timebox
- ✓ Collaborate

GUIDELINES

Facilitating a Meeting

- Ensure meetings are appropriate to the stakeholder's engagement level.
- Set and distribute an agenda before the meeting.
- Allow stakeholders to review and change the agenda.
- Start meetings promptly to support a sense of urgency.
- Timebox meetings.
- Allow others to speak and share.
- Take notes or record the meeting, with permission.
- Keep meeting discussions on topic. Save off-topic discussions for another time.
- Recap the meeting and assign action items.
- Thank everyone for attending.
- Adjourn the meeting per the scheduled time or earlier.
- Distribute the meeting notes or recording.





Mentor Relevant Stakeholders

TOPIC F

Deliverables and Tools



Training and Mentoring Plan
Training Effectiveness Assessment
Training Schedule



Group Coaching
Teaching and Training
Facilitation
Transformation Skills

Interacting with Relevant Stakeholders

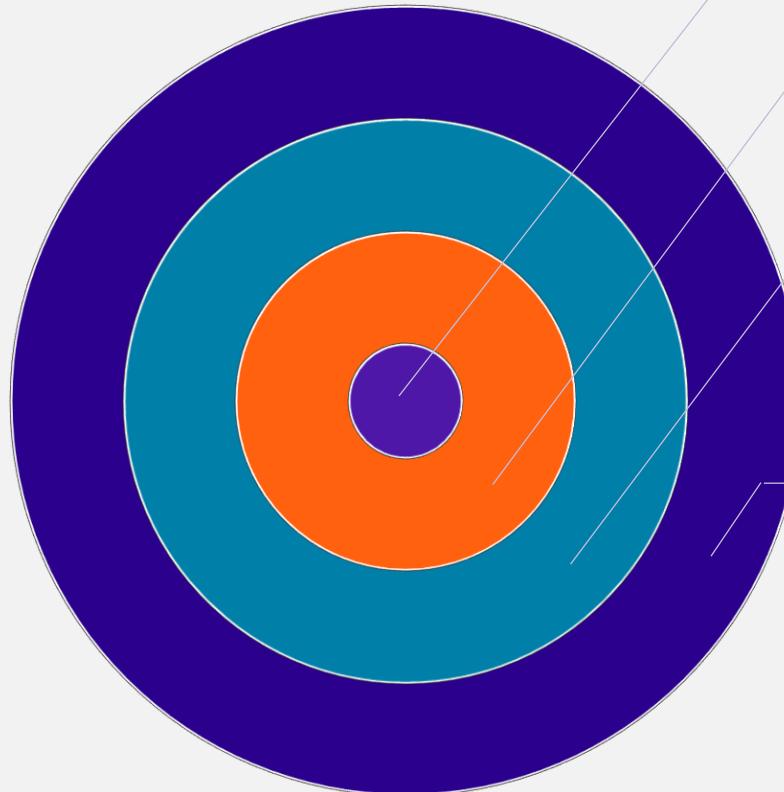
Examples of how to interact with relevant stakeholders:

- ✓ When refining the backlog, mentor the Product Owner on best practices.
- ✓ When onboarding a new project team member, guide them on team processes.
- ✓ When a team member must purchase material for the project, show them the procurement best practices and processes for the organization.



Coaching and Mentoring

Mentor
Relevant
Stakeholders
, LESSON 4,
TOPIC F



Coach and mentor others to help them improve.

Raise team abilities to increase their output and value.

Increase the knowledge base and skill sets of all project stakeholders to promote more successful and effectively managed projects.

Start mentoring relevant stakeholders in a project and expand your mentoring reach into throughout the organization.

Make Time for Mentoring and Coaching



Mentor Relevant Stakeholders, LESSON 4, TOPIC F

Individual Mentoring and Coaching

- ✓ Encourage others to take lead on activities
- ✓ Facilitate meetings and sessions
- ✓ Practice taking on new roles
- ✓ Use informal opportunities
- ✓ Create formal opportunities
- ✓ Transfer skills
- ✓ Model behaviors
- ✓ Encourage teammates to assist each other





Share Explicit Knowledge with an Individual while Performing a Task

- ✓ Encourage self-organization and initiative
- ✓ Facilitate opportunities for others to practice project management tasks
- ✓ Coach individuals on how to contribute to other project roles
- ✓ Coach an individual with tacit knowledge
- ✓ Lead formal training sessions
- ✓ Pass on and practicing skills
- ✓ Demonstrate desired skills and best practices every day
- ✓ Self-organizing teams coach and mentor each other every day in their work

Mentor and Coach as a Group



- ✓ Mentoring and coaching also occurs in whole team settings.
- ✓ Everyone learns when you demonstrate the best way to complete a project management task.
- ✓ Call out and explain actions and their causes or motivations.
- ✓ Allow others in the group to contribute and guide the practice.
- ✓ The entire team learns and grows as a unit.

Training and Sharing Plans

- ✓ Set aside time for sharing and learning to increase the opportunities to capitalize on mentoring.
- ✓ Establish formal or informal plans for training and sharing.
- ✓ Leverage **retrospectives** and **lessons learned sessions** to call out successes and failures in project management and operation.
- ✓ Schedule training sessions to **formalize mentoring and coaching**. These sessions can be facilitated by anyone.



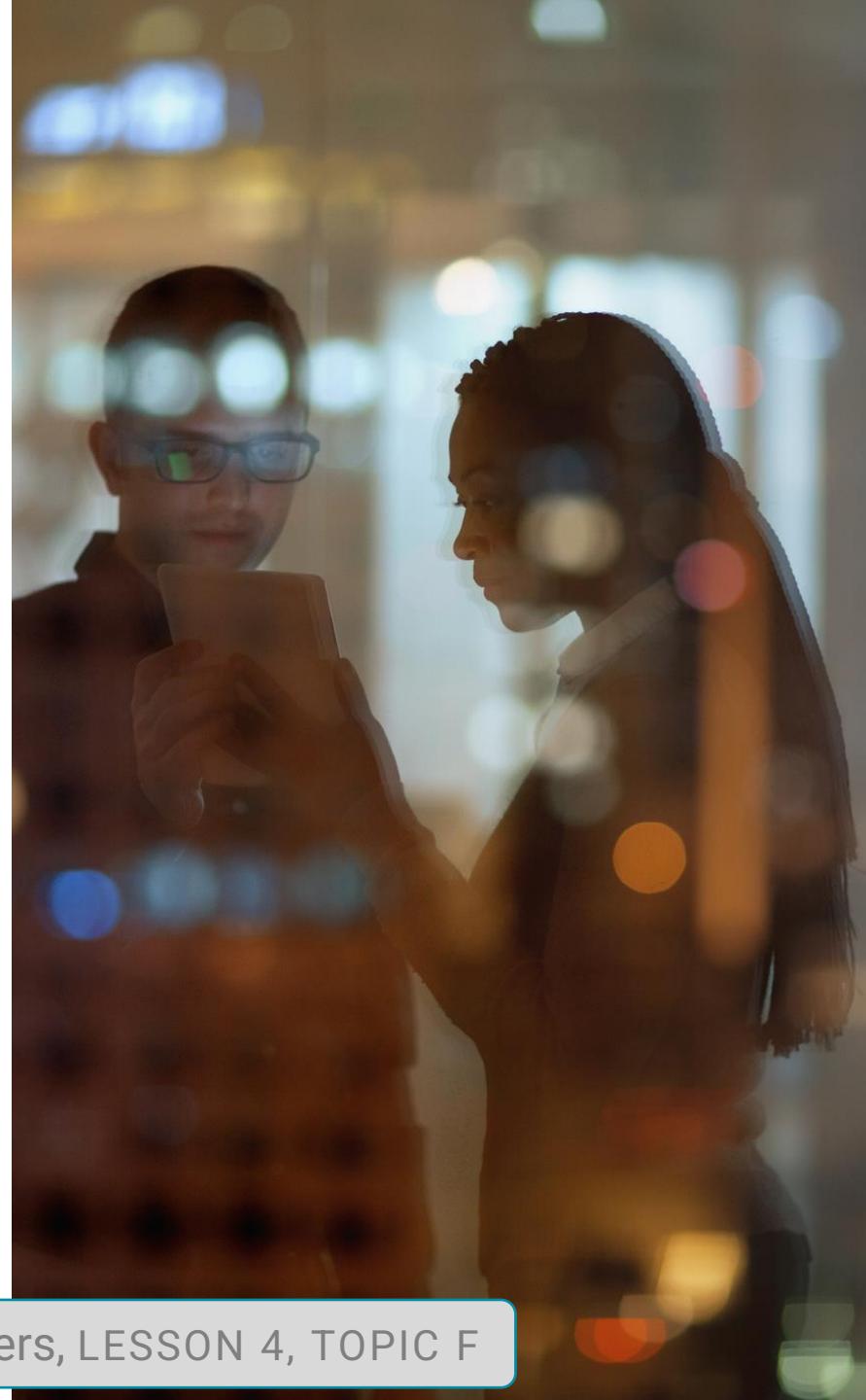
Facilitation

- ✓ Take the lead in facilitating project management activities.
- ✓ Model good project facilitation skills so others can learn.
- ✓ Encourage participation from stakeholders to build their knowledge and comprehension.
- ✓ Guide and offer advice to provide relevant feedback to help people grow in confidence.
- ✓ Increase the abilities of all project stakeholders to increase success.
When all contribute, all gain.



Transformation Skills

- ✓ **Support co-workers to support the business** - Supporting business transformations requires patience and compassionate mentoring.
- ✓ **Enable an agile operating system** - You will be required to coach team members when introducing new methods such as agile.
- ✓ **Keep knowledge current** - In today's digital world, the skill set being used today may be obsolete or limited tomorrow.





Apply Emotional Intelligence to Promote Team Performance

TOPIC G

Deliverables and Tools



Personality Profile Assessments
Communications plan
Motivation Triggers
Performance Reports
Risk Register



Emotional Intelligence
Empathy
Listening skills
Transparency
Problem solving
Motivational models

Emotional Intelligence

Count on your soft skills to help

Personal Skills:

- ✓ Self-awareness
- ✓ Self-regulation
- ✓ Motivation

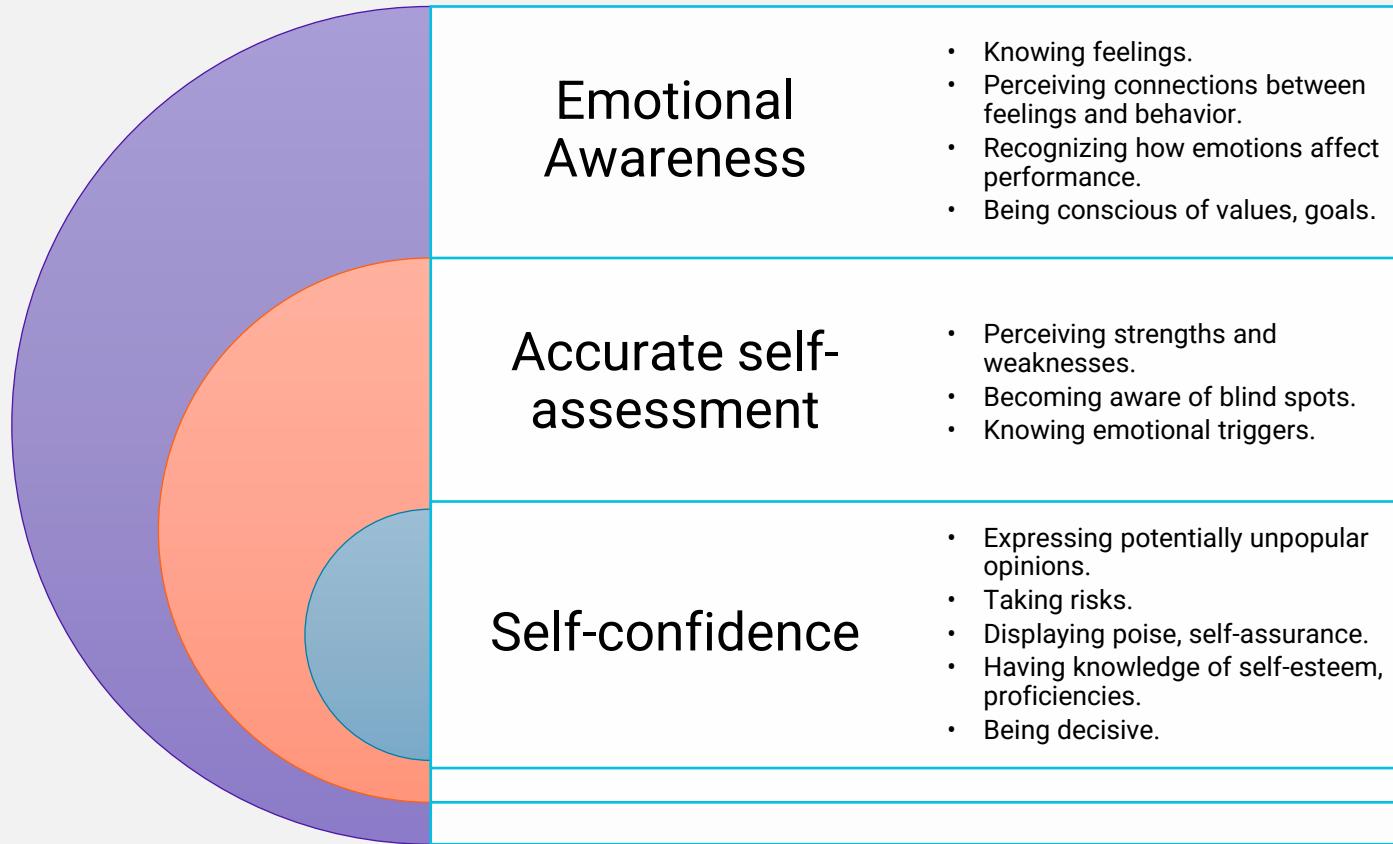
Interpersonal Skills:

- ✓ Social skills
- ✓ Empathy



Apply Emotional Intelligence to Promote Team Performance, LESSON 4, TOPIC G

Self-Awareness Elements



Self-Regulation Elements

Apply Emotional Intelligence to Promote Team Performance,
LESSON 4, TOPIC G

Innovation

- Producing fresh ideas.
- Considering innovative answers to problems.
- Embracing new approaches and possibilities.
- Looking for novel ideas.

Self-control

- Remaining cool under pressure.
- Staying focused in a stressful environment.
- Controlling rash, destructive emotions.

Trustworthiness

- Acknowledging errors, challenging others' immoral conduct.
- Establishing confidence via reputation for honesty, credibility.
- Standing by principles.
- Behaving in morally correct way, above suspicion.

Adaptability

- Adapting to changing events.
- Interpreting events in a flexible way.
- Handling numerous demands and changing priorities.

Conscientiousness

- Having well-ordered, meticulous approach to work.
- Being accountable for fulfilling goals.
- Satisfying obligations, delivering on promises.

Interpersonal and Team Skills

- ✓ Active listening
- ✓ Communications styles assessment
- ✓ Emotional intelligence
- ✓ Influencing
- ✓ Motivation
- ✓ Nominal group technique
- ✓ Political awareness
- ✓ Transparency



Apply Emotional Intelligence to Promote Team Performance, LESSON 4, TOPIC G

Motivation Elements



Commitment

- ✓ Making decisions based on team's core principles.
- ✓ Realizing benefit in comprehensive quest.
- ✓ Sacrificing to fulfill company goal.
- ✓ Searching for opportunities to achieve team's mission.



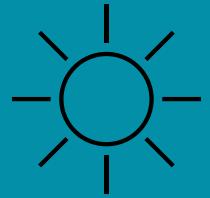
Achievement Drive

- ✓ Setting tough goals, taking chances.
- ✓ Driving hard to get results.
- ✓ Discovering how to upgrade capabilities.
- ✓ Striving to minimize uncertainty.



Initiative

- ✓ Working above-and-beyond toward goals.
- ✓ Inspiring others through extraordinary feats.
- ✓ Cutting through rules to finish job.
- ✓ Seizing opportunities.



Optimism

- ✓ Hoping to succeed instead of fearing failure.
- ✓ Seeing reversals as events caused by controllable factors.
- ✓ Working toward goals regardless of barriers.

Spotlight: Dealing with Difficult People



Empathy

The ability to understand the feelings of another, to see from their point of view.

The capacity to empathize is a powerful tool. It provides a foundation for understanding the motivations of other people.

Empathy – Looking Inward

Understanding Others

- ✓ Serving others based on needs.
- ✓ Observing emotional cues and listening carefully.
- ✓ Displaying tact and appreciating others' points of view.

Service Orientation

- ✓ Happily providing proper help.
- ✓ Understanding customers' point of view.
- ✓ Seeking strategies to increase consumers' satisfaction.
- ✓ Recognizing consumers' needs.



Empathy – Looking Outward

Developing Others

- ✓ Recognizing, rewarding associates' achievements
- ✓ Providing helpful criticism.
- ✓ Coaching and mentoring.

Leveraging Diversity

- ✓ Appreciating various ideologies.
- ✓ Creating conditions where different types of groups can thrive.
- ✓ Showing consideration for diverse groups.
- ✓ Objecting to discrimination and bigotry.

Political Awareness

- ✓ Understanding political truths and realities of companies.
- ✓ Grasping influences that set opinions of clients, consumers, rivals.
- ✓ Recognizing critical social systems.
- ✓ Correctly interpreting power connections.



Social Skills - Elements

- ✓ Communication
- ✓ Building Bonds
- ✓ Collaboration/Cooperation
- ✓ Change Catalyst
- ✓ Conflict Management
- ✓ Influence
- ✓ Leadership
- ✓ Team Capabilities



Social Skills Elements (Part 1 of 4)

Communication

- ✓ Managing tough problems directly.
- ✓ Effectively exchanging information.
- ✓ Cultivating clear communication.
- ✓ Achieving a mutual awareness.

Building Bonds

- ✓ Building connections with colleagues.
- ✓ Establishing large, casual networks.
- ✓ Keeping others informed.
- ✓ Seeking mutually rewarding relationships.



Social Skills Elements (Part 2 of 4)

Collaboration/Cooperation

- ✓ Fostering a collaborative environment.
- ✓ Cultivating options for cooperation.
- ✓ Balancing job duties and professional relationships.
- ✓ Working together; sharing strategies, knowledge, assets.

Change Catalyst

- ✓ Challenging current situation to appeal for change.
- ✓ Advocating for change.
- ✓ Appreciating importance of change.
- ✓ Exhibiting change anticipated of others.



Social Skills Elements (Part 3 of 4)

Conflict Management

- ✓ Detecting clashes, moving disputes into the open.
- ✓ Managing difficult individuals.
- ✓ Urging open discussion of issues.
- ✓ Engineering resolution for both sides.

Influence

- ✓ Polishing presentations.
- ✓ Winning people over.
- ✓ Coordinating impressive events to sell an idea.
- ✓ Building solidarity and approval.



Social Skills Elements (Part 4 of 4)

Leadership

- ✓ Stimulating interest for collective vision and goal.
- ✓ Modeling effective leadership.
- ✓ Taking on leadership role regardless of official title.
- ✓ Directing others' performance.

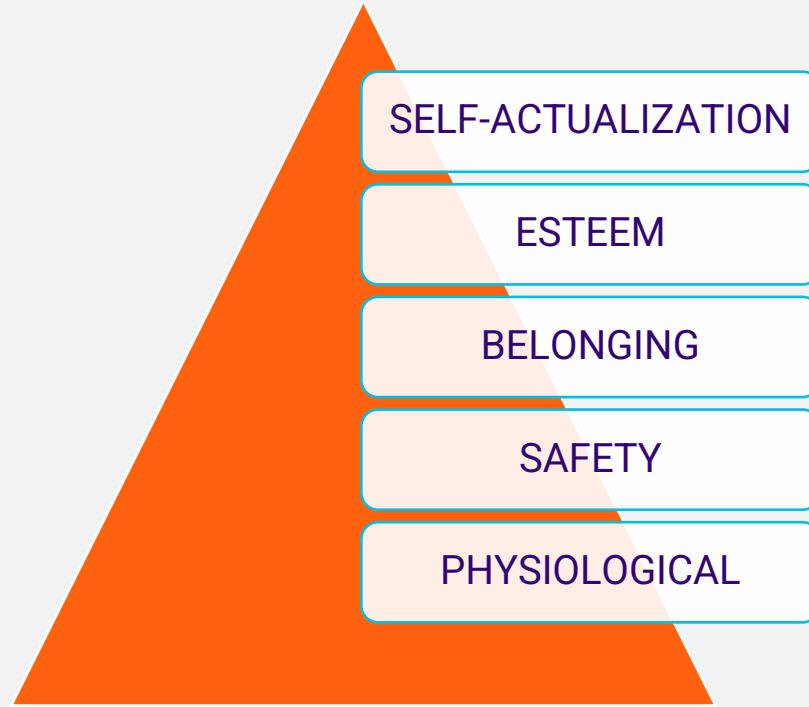
Team Capabilities

- ✓ Building team character.
- ✓ Attracting group members.
- ✓ Displaying team characteristics.
- ✓ Safeguarding team and its good name.



Organizational Theory

- ✓ Purpose of organizational theory
- ✓ Maximize efficiency and productivity
- ✓ Solve problems
- ✓ Motivate people
- ✓ Meet stakeholder requirements
- ✓ Common organizational theorists
- ✓ Maslow's Hierarchy of Needs
- ✓ McGregor's Theory X and Theory Y
- ✓ McClelland's Achievement Theory
- ✓ Herzberg's Motivation Theory



**More
about...**

Course: Leading the Team (2021 Update)

Video: Personal and Team Motivation (8:03 run time)

Watch: Start to 4:14

Personal and Team Motivation



Active Listening



GUIDELINES

Building Emotional Intelligence with Key Stakeholders

- Recognize your own emotions and behaviors.
- Assess how your emotions, attitudes, actions, behaviors control you.
- Observe how your emotions affect those around you.
- Take note of physical nonverbal cues of others, such as a shrug or smile.
- Interpret those cues against the context, situation, and your emotions.
- Remain mindful of the emotions of others.
- Mirror the behaviors of others when suitable to become better connected.
- Practice controlling or changing your emotions to better suit the situation.

Apply
Emotional
Intelligence
to Promote
Team
Performance,
LESSON 4,
TOPIC G



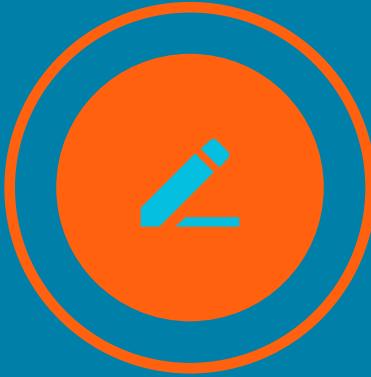
LESSON 5

KEEPING THE BUSINESS IN MIND

- Manage Compliance Requirements
- Evaluate and Deliver Project Benefits and Value
- Evaluate and Address Internal and External Business Environment Changes
- Support Organizational Change
- Employ Continuous Process Improvement



Apply Emotional Intelligence to Promote Team Performance, LESSON 4, TOPIC G



Manage Compliance Requirements

TOPIC A

Deliverables and Tools



Risk Register
Configuration Management System
Execution Reports
Nonfunctional Requirements
Signoffs/Approvals
QA Outputs
Quality Management Plan



Risk Register
Risk Response Plan
Variance Analysis
Configuration Management System
Tolerance
Escalation Procedures
Audits
Sampling
QA Tools

Compliance Requirements

- ✓ In most projects, solutions are subject to **legal or regulatory constraints**.
- ✓ Identify, track, and manage compliance requirements **throughout the project**.
- ✓ This might include requirements for **specific practices, privacy laws, handling of sensitive information**, and so on.





Use of the Risk Register

- ✓ Use a Risk Register to **track and manage risks**.
- ✓ Also, **validate legal and regulatory compliance** for deliverables continuously.
- ✓ Perform a **summary check of compliance** before the end of the project.

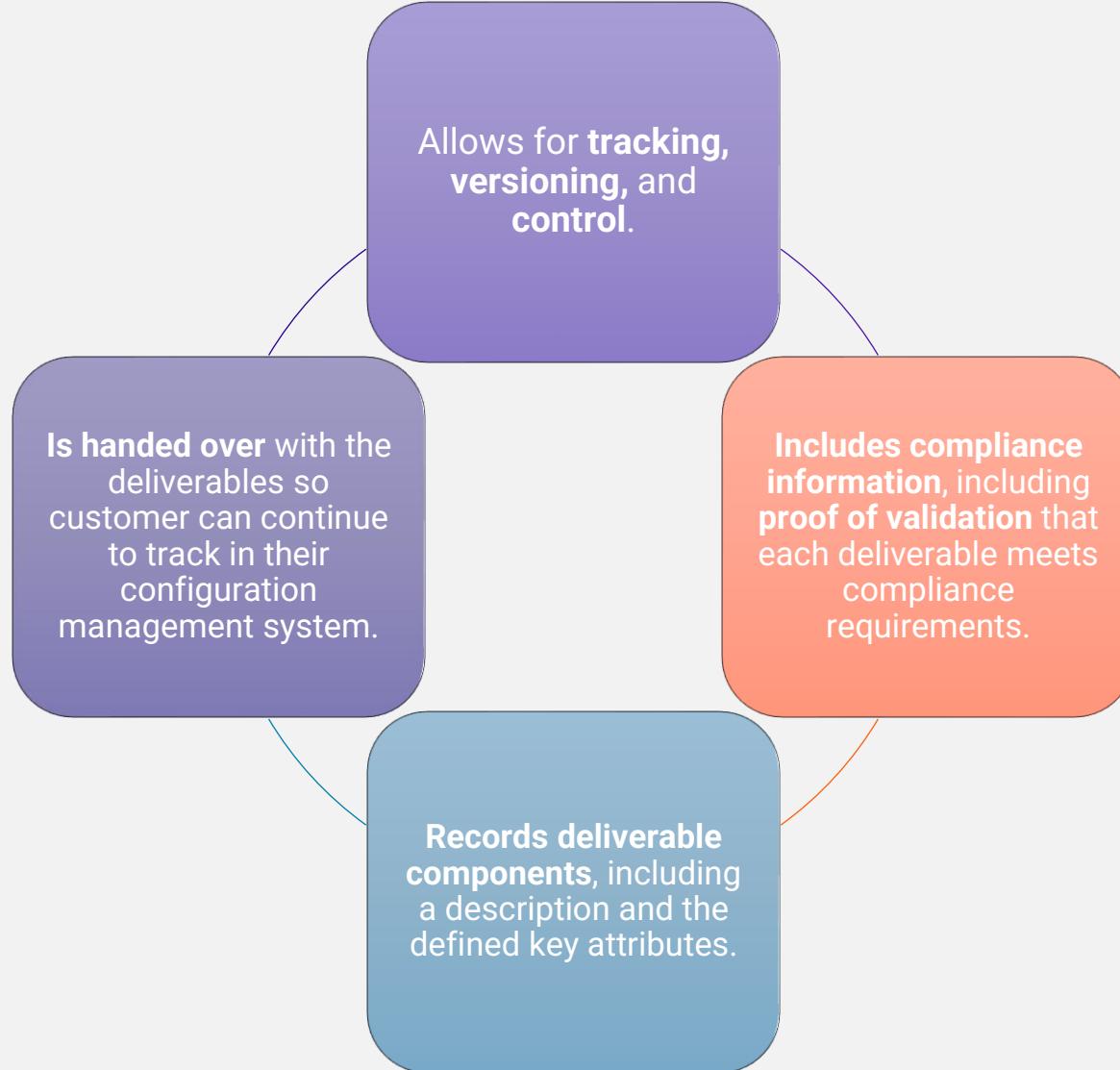


Compliance-related Risks

For compliance-related risks, include:

- ✓ The identified risk
- ✓ Risk owner
- ✓ Impact of a realized risk
- ✓ Risk responses

Configuration Management System



Compliance Categories Classification

Categories vary based on:

- ✓ Industry and **solution** scope.
- ✓ Unique **legal** and **regulatory exposure**.

quality
safety
workplace health
process risk

corrupt practice
environmental risk
social responsibility

Compliance Reporting



Update:

Work Performance Reports regularly



With:

- Project activities and changes
- Team improvements
- Deliverable status
- Overall progress
- Risk status



Compliance-related risks, include:

- Risk management actions
- Testing and validation activities
- Audits
- Other actions to verify deliverable compliance

Variance Analysis

- ✓ Create regular reports on project variances and details of **actions** taken to **control and keep the project on track**.
- ✓ Variances related to compliance are **critical** because of potential **impact on usability** of the deliverable.
- ✓ Variance analysis should include:
 - **Identification** of the variant
 - **Plans** for bringing the project or deliverable back into compliance
 - Any proposed **changes** required to meet compliance requirements





Potential Threats to Compliance

- ✓ **Identification** of new vulnerabilities
- ✓ **Changes** in legal or regulatory requirements
- ✓ **Errors** in testing and validation to confirm compliance
- ✓ **Errors or bugs** in deliverables
- ✓ **Lack of awareness** of compliance requirements

Signoffs and Approvals



Identify the **stakeholders authorized** to sign-off and approve compliance of deliverables.



This step **follows successful testing and validating** of deliverables. But this can be **throughout the project or at completion**.



Benefits of compliance sign-off:

- ✓ Early warning of potential threats to compliance.
- ✓ The ability to capture variances and determine a course of action.



Remediate compliance issues **to avoid**:

- ✓ Negative impact on the timeline
- ✓ Cost overruns
- ✓ Increased risks

GUIDELINES

Identifying and managing compliance requirements

To identify and manage legal, regulatory, and other compliance requirements, you need to:

Define:

- Legal, regulatory, and other **constraints**
- The **business rules** that constrain the project solution and improve the likelihood of compliance
- **Parts** of the potential solution **subject to** compliance requirements
- The **scope** of the compliance requirement
- The **stakeholders** responsible for reviewing, approving, and signing-off on compliance.

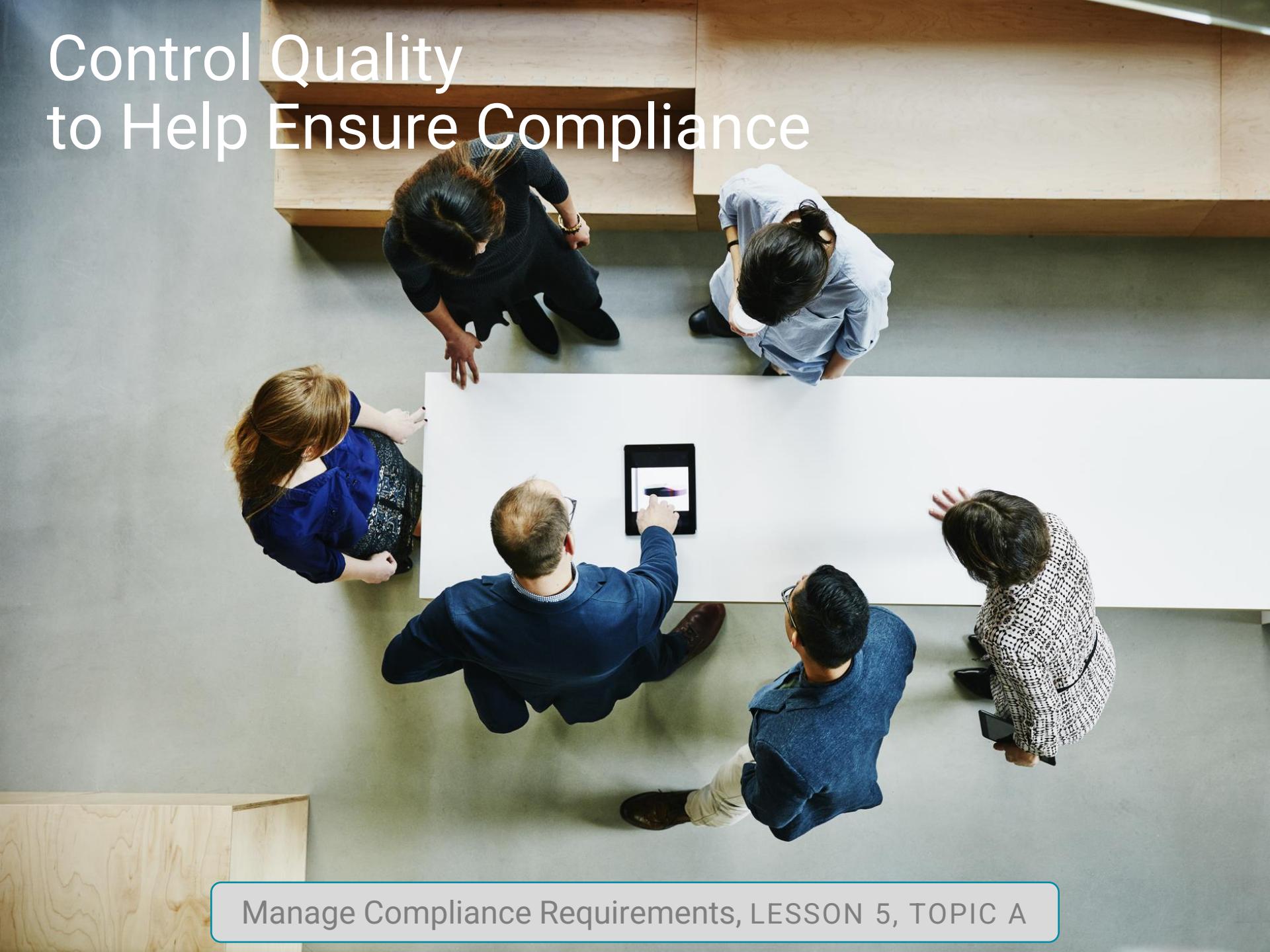
Track and manage:

- The review and approval activities related to compliance requirements
- The risks and risk responses related to compliance requirements

Manage
Compliance
Requirements,
LESSON 5,
TOPIC A



Control Quality to Help Ensure Compliance



Manage Compliance Requirements, LESSON 5, TOPIC A

Quality Management Plan

- ✓ Describes **resources and activities** needed to achieve the necessary quality objectives.
- ✓ Sets **expectations** for the project's quality requirements.



Control Quality Process Outputs

As the project team produces deliverables, QA:

- ✓ **Verifies** that they meet both functional and nonfunctional requirements.
- ✓ Possibly, **identifies and suggests** potential improvements.
- ✓ **Validates alignment** with compliance requirements.
- ✓ **Provides feedback** on any identified variances.
- ✓ **Identifies potential approaches** to cure defects or other noncompliance.



Continuously **monitor** the QC reports and recommendations and **coordinate** with the project team to **address** defects or noncompliance issues.



Escalation Procedures



Determine whether a noncompliance issue is within the project's tolerance level.



If yes, then **work with the team to propose a resolution.**



If it's beyond the tolerance level, then escalate the issue to the **responsible stakeholder for adjudication.**



Define these procedures during project and risk planning.

Audits

- ✓ Verify compliance with organizational policies, processes, and procedures.
- ✓ Can verify implementation of change requests.
- ✓ Identify use of good/best practices, nonconformity, gaps, and shortcomings.
- ✓ Share good practices from other projects in the organization or industry.
- ✓ Proactively offer improvements to boost productivity.
- ✓ Highlight contributions to lessons learned.



Manage Compliance Requirements, LESSON 5, TOPIC A

Sampling

If QA can't inspect every product or deliverable, use sampling to **identify quality issues**.

This approach can provide similar results and **reduce the cost of quality**.

attribute sampling - result either conforms or does not conform

variable sampling - result is rated on a continuous scale that measures the degree of conformity



GUIDELINES

Measure Project Compliance

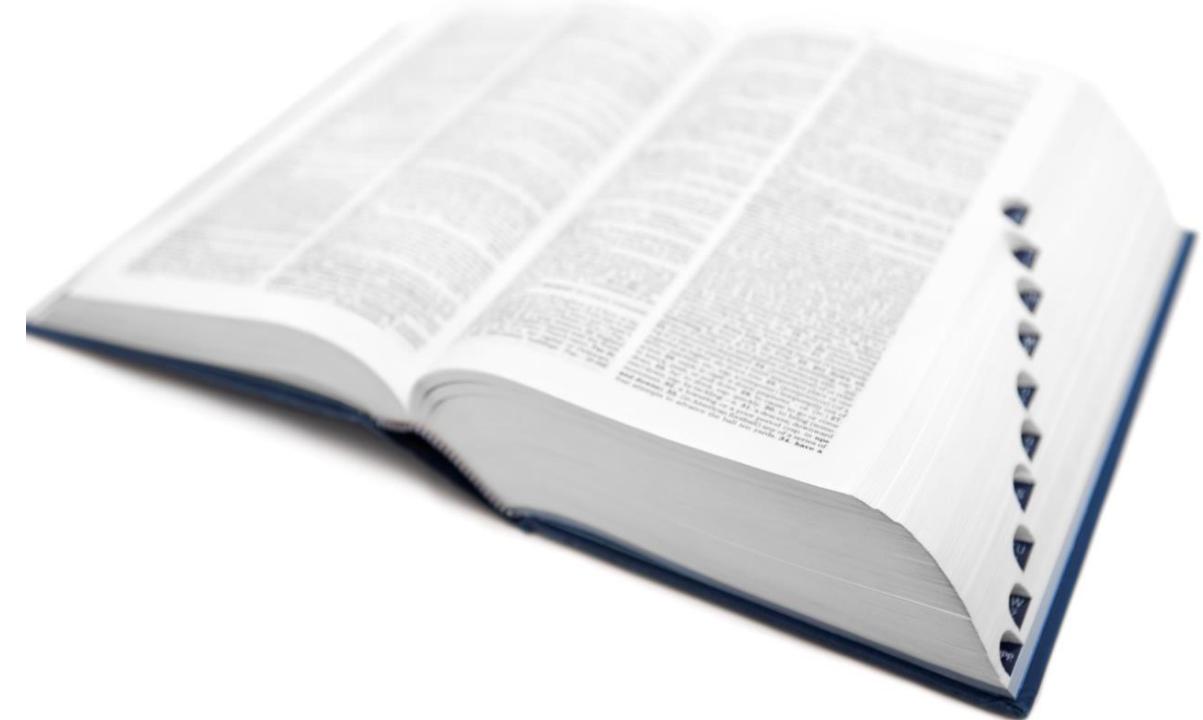
Manage
Compliance
Requirements,
LESSON 5,
TOPIC A

- Establish a clear Quality Management Plan and act on it continuously to identify noncompliance issues as early as possible.
- Use quality control outputs to confirm deliverable and process compliance and identify needs for corrective actions.
- Establish project tolerances and either initiate corrective actions yourself or quickly escalate noncompliance beyond the tolerances.
- Establish where external audit teams can confirm and validate use of appropriate processes and procedures and how audit results can enable the team to identify improvements.
- Leverage effective quality tools and techniques to assess quality deliverables and identify improvements, corrective actions, or defect repairs required.



VOCABULARY

FROM TODAY'S SESSION



Key Performance Indicators (KPIs)



DEFINITION

Metrics used to evaluate an organization's progress toward meeting its goals and objectives. Usually defined by organizational leadership.

Earned Value Management (EVM)



DEFINITION

A methodology that combines scope, schedule, and resource measurements to assess project performance and progress.

Impediments



DEFINITION

Situations, conditions, and actions that slow down or hinder progress.

Obstacles



DEFINITION

Barriers that should be able to be avoided or overcome with some effort or strategy.

Blockers



DEFINITION

Events or conditions that cause stoppages in the work or advancement.

Conflict Management



DEFINITION

Application of one or more strategies to deal with disagreements.

Stakeholder Engagement Plan



DEFINITION

Identifies the strategies and actions required to promote productive involvement of stakeholders in project or program decision making and execution.

Organizational Theory



DEFINITION

The study of how people, teams, and organizations behave

Quality Management Plan



DEFINITION

A component of the project management plan that describes how applicable policies, procedures, and guidelines will be implemented to achieve the quality objectives.

Quality Audits



DEFINITION

A process conducted by an external team that confirms the implementation of approved change requests including updates, corrective actions, defect repairs, and preventive actions.

DAILY BOOTCAMP SURVEY

Please share your thoughts.

At the end of each Bootcamp session please let us know how we are doing. Your feedback helps us to offer the best possible Bootcamp experience.

Thank you for attending Session 6!