

## ESSENTIALS OF PROJECT MANAGEMENT

Delivering projects on time, on budget, with desired scope is no small order. Statistically speaking, the odds are not in our favor. Yet the margin for error has all but disappeared in most organizations. We have to deliver.

The Institute's **Essentials of Project Management Workshop** is a practical, fast-paced, highly interactive way to get your organization on track to consistently delivering successful projects.

### *What You'll Learn*

- Identify key factors that lead to project success (and failure).
- Describe the Project Management Institute's 5 Project Management Processes and the type of activities that occur within them.
- Facilitate a work breakdown structure exercise on a real world project.
- Describe techniques to influence project stakeholders, even when they don't have authority over them.
- Identify techniques to provide better estimates for projects.
- Describe strategies for managing changes that inevitably occur with projects.
- Describe critical path and how to use it to successfully manage a project.
- Apply the following structured approach for managing risks: risk identification, qualitative risk analysis, risk response planning.
- Describe how to draw out lessons learned at the end of a project.

### *Why the Institute?*

- **Experience.** Our facilitators are not just great teachers—they are PMP® certified with real world experience.
- **Practical.** Our workshops deliver practical value you can use right away.
- **Concise.** No need for taking your leaders away from their work for a week. Our 2 days are packed with hands-on, interactive insights, allowing us to get maximum value from the short time together.
- **Standards.** Our workshops are based on the Project Management Institute's Project Management Body of Knowledge (PMBOK® Guide), and qualify for 14 contact hours for PMP certification (or PDUs if you're already certified).
- **Fun.** That's right! Participants tell us they had fun while learning!

### *Who Should Attend*

Project managers, project leads, business analysts, team leaders, project team members, and stakeholders.

## ESSENTIALS OF PROJECT MANAGEMENT

*“The workshop was a great success! You very effectively gave an overview of the project management process and customized it to our internal processes. Everyone left with practical applications they could use immediately in their various roles.”*

### COURSE OUTLINE

#### **Key Project Management Concepts**

- What is a project?
- Why do projects fail?
- Rolling wave planning
- The triple constraint

#### **People and Projects**

- Key insights into leading teams, and managing stakeholder relationships.

#### **Initiating a Project**

- Aligning projects to business needs
- Developing a project charter
- Understanding project stakeholders

#### **Planning a Project**

- The payback of planning (without going into analysis-paralysis)
- Developing a scope statement
- Defining success criteria

#### **Work Breakdown Structure**

- Why develop a WBS?
- Practical techniques for facilitating WBS sessions

#### **Estimation Techniques**

- Concepts to improve estimating
- Overview of estimation techniques

#### **Critical Path**

- What it is and why it matters
- Practical examples of how to use critical path to deliver

#### **Risk Management**

- Risks and projects
- Practical techniques to identify and plan for risks

#### **Closing**

- Practical tips for closing a project and drawing out lessons learned

#### **Course Duration**

Workshop is 2 days of hands-on, interactive discussion. Also available in instructor-led webinar and self-guided e-learning formats.

“PMI”, “PMP”, “PROJECT MANAGEMENT PROFESSIONAL”, “CAPM”, AND “PMBOK” ARE REGISTERED MARKS OF THE PROJECT MANAGEMENT INSTITUTE, INC.