

Course ID
PROJMGT3
Course Duration
3 days
PDUs
21 PDUs

Course Title
Effective Project Management

Related Courses

- Project Management for the Technical Professional (PROJMGT4, 4 days)
- Software Project Management (SWPM, 2 days)
- Quality Management (QUALMGT, 3 days)
- Controlling Project Risk: Managing Threats and Promoting Opportunities (RISK, 3 days)
- Controlling Change to Scope and Requirements (CONTROL, 2 days)
- Building and Controlling Project Budgets (PROJBUDG, 2 days)
- Strategic Analysis and Planning Workshop (STRAT1, 1-2 days)
- Cost Reduction: Opportunities and Strategies (COSTRED, 2 days)

Aimed At

This course is ideal for project managers who are looking for an update on core concepts and techniques, new project managers looking for a jump start in their new profession, team leaders, managers of project managers, functional managers with project responsibility, and Project Management Office staff.

Group Size

5 to 25

Prerequisites

This course assumes some experience with project work.

Course in a Nutshell

This course provides three days of practical, hands-on training in core project management tools, concepts and techniques. The course extends PMBOK® concepts with supplemental, field-proven best practices that are effective in any project setting.

You will be shown how to write a convincing project charter, identify and analyze stakeholders, define scope, establish project baselines, track exact status through a resource-loaded schedule, eliminate issues through risk management, forecast and control costs, promote great communication and much more. The importance of planning for post-project value is emphasized throughout this course. The format is truly multimodal, with a mixture of lecture, numerous exercises and simulations, and group discussions. Learning is reinforced by having participants get their hands on the tools. All participants return to their workplace better equipped to bring their projects to a successful conclusion.

Customize It!

- ***Have you identified specific problems with project delivery in your organization?*** The content of this course can be delivered with special emphasis on the topics of greatest concern to you.
- ***Are you a project manager who would like to go beyond the standard project management curriculum?*** *Effective Project Management* presents a practical approach to resolving many of our most persistent project management problems. Take home a whole new set of tools and techniques.
- ***Are you a manager, executive, or sales person whose work includes responsibility for project success?*** Take this course and learn what you can do to ensure that your projects get off to a strong start and complete with the successful delivery you need.

This course is available in three and four day formats.

Course Topics:

- Sources of project success and failure
- Product and project lifecycles
- Managing the project for realization of business value
- The project environment
- Standard project management vocabulary and concepts
- Involving stakeholders in development of the project charter
- Providing useful estimates
- Defining scope, schedule and budget
- Resource planning
- Procurement
- Establishing effective communication
- Putting quality into the product
- Managing project risk
- Effective status reports
- Taking control of change
- Planning and managing transition
- Project close

Course Outline

Project Structure

- Defining Project and Project Management
- The Project Environment
- Sources of Project Success and Failure
- Project and Project Lifecycles
- The importance of Business Value
- PM Methodologies

Project Initiation

- The Project Charter
- Stakeholder Identification
- Establishing Preliminary Scope Boundaries
- Defining Project and Business Objectives
- Developing Useful Estimates

Project Planning

- Defining Scope: Requirements and the WBS
- Developing the Project Schedule
- Resource Planning
- Procurement
- Project Budget
- Setting Project Baselines
- The Communication Strategy
- Putting Quality into the Product
- Proactive Risk Management

Execution and Control

- Monitoring Project Work
- Delivering Useful Status Reports
- Taking Control of Project Change
- Managing Project Baselines
- Controlling Cost

Successful Conclusion

- Planning and Managing Transition
- Preparing the Customer for Delivery
- Contract Closure
- Administrative Closure
- Lessons Learned

**How You Will
Learn**

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, and other techniques to drive home the essential points of this course.
- You have the option of using your own, ongoing project as the focus of class exercises. As a result, not only do you gain experience with the tools, but you also learn more about your project.
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Revision

f-2TDnt