



## Project Management

Onsite – 35 Hours – Optimum Class size - 10 -15 students

### Description

In this course students will apply the project management best practices recognized by Project Management Institute to successfully manage projects. The class is structured to take students from initiating a project through closing it. They will see how the PMI knowledge areas integrate to provide thorough planning which is so key to a successful project today. Executing and Controlling will provide techniques to manage your teams and stakeholder relationships. Finally closing will address closing both projects and contracts. The course is made of the following elements: Initiating a project, Planning your work, Developing project schedules, developing cost estimates and budgets, Analyzing risks and planning risk responses, Planning project quality, staffing, communications and procurement, Working the plan, Controlling the project, Closing the project.

### Objective

Develop expertise in planning and execution of projects including, definition, pre-engagement planning, execution, monitoring and control, and closing. Project management is critical to our success in contract fulfillment, product development and business growth.

### Skills Attained

Project Management Skills attainment: Participants will learn how to: Initiate a project, Plan work, Develop Project Schedules, and Cost Estimates, and Budgets, Plan Project quality, Staffing and Communications, Analyzing risks, and planning risk responses, Planning Project Procurement, Executing and working the Plan, Monitoring and Controlling the Project, Closing the Project..

- Skills will be transferable within the organization and in any organization that looks to train their people
- Skills are transferrable not only within the company; they are absolutely transferable outside in any business environment.



### MassMEP - Project Management Class - Course Outline - 35 hours total

Session #	Topic	Comments	Time
1	Management Process, Overview	Course Overview; Learn fundamentals of project management; What types of projects do you perform?	3 hours
2	Project Leadership; Leadership in Practice	(Personality) In-Line Assessment <a href="http://www.keirseey.com/sorter/instruments2.aspx?partid=0">http://www.keirseey.com/sorter/instruments2.aspx?partid=0</a> (free mini only)...homework. How do we recognize each others differences, styles and build better relationships?  What parts of your orientation helpful or harmful to you? Recognize differences in others.	3 hours
3	Project Selection; Portfolios	Agile Exercise / Scrum; learn the basics, review your business approach.	3 hours
4	Project initiation & planning	Includes Understanding & Developing the Project Charter	2 hours
5	Defining the Project; Work Breakdown Structure (WBS)	Includes Understanding & Developing the "WBS"	2 hours
6	Managing Risk and Uncertainty	Review Risk Breakdown Structure; Brief Case Study in Risk	2 Hours
7	7 Mitigating Risk	How can we reduce or minimize risk in your business?	2 hours
8	Practical Application	Let's review a current project in progress, how is it progressing, what point in the cycle are you at?	2 Hours
9	Scheduling	Critical Path; opportunities to save time and money?	2 hours
10	Managing Constraints	Discuss MS Project	2 hours
11	Project Execution	Effective Meetings Strategies; Suggested Communications Efforts; Solving Problems; Introduce Lessons Learned Concept	3 hours
12	Project Monitoring & Controlling	How to stay aware of progress, schedule and communicate to key personnel; Analyze Performance (Validate and control scope; control schedule, costs, quality, risks, communications, procurements & stakeholder engagement)	3 hours
13	Project Closure	Starts with Planning way back when...; Opportunity to impress customer by cleaning up loose ends, prepare for hand off to customer; Lessons Learned completed. Acknowledge efforts, celebrate success.	2 hours
14	Lessons Learned	Do you track past good points and points that require development? Excellent tool!	2 hours
15	Summary	Take aways? What did you learn, like or appreciate?	2 hours

**Total Training Hours 35 Hours**

