



Introduction to Project Management / Best Current Practices

2 Day Seminar

Course Overview:

Introduction to Project Management will take you from initiating a project to its closure. Combined with the classroom approach encouraging attendee participation and interaction, a series of exercises directly support the goals and learning objectives of this class. These activities increase attendee understanding of the material to help students to successfully apply it back in the workplace. The net result is that attendees share a learning experience which provides them with a common foundation, vocabulary, and way of approaching and thinking about project management from a best practices standpoint.

Course Outline:

Module 1 – FRAMEWORK and INITIATING a PROJECT

Topics in this module include:

- ACTIVITY: Who am I and what do I bring to / want from today's seminar?
- General framework / definitions that will be used throughout the class
 - ACTIVITY: What makes a project a success/failure?
- Generic Project and Project Management Life Cycles
- Triple constraint of Cost, Scope, and Time (and Quality)
- Organizational structures and Company Culture
- Initiating a Project, stakeholder roles, and project management selection criteria

Module 2 – PLANNING YOUR WORK

Topics in this module include:

- Determining the Scope of the project
 - ACTIVITY: Elicit Requirements, create scope statement
- Importance of the Work Breakdown Structure (WBS)
 - ACTIVITY: Create WBS
- Schedule and Cost Baselines
- Resource requirements
- The role of Quality
- Risk planning
 - ACTIVITY: Risk Identification and Ranking

Module 3 – EXECUTING THE PLAN

Topics in this module include:

- Kickoff meeting
- Quality Assurance
- Acquiring the team
- Developing and Managing the Project Team
- Communication and Team Building
- DISCUSSION: What gets in the way?



Module 4 – CONTROLLING THE PROJECT

Topics in this module include:

- Managing Changes to Performance Baselines
- Performance measurement - Gantt charts, S-curves
- Reporting project performance
- DISCUSSION: Keeping the project on track

Module 5 – CLOSING THE PROJECT

Topics in this module include:

- Administrative Closure
- Retrospectives/Lessons learned
 - ACTIVITY: Class Take homes-what I learned, what I will try?
 - ACTIVITY: Class Feedback Forms