



Project Management Training

Virtual training - 35 Hours – Optimum class size: 8 to 10 students

Description

In this course students will learn 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. This course is suited for mid-career professionals (3+ years), with minimum work experience requirements to satisfy exam eligibility, and can be in-person or virtual.

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 success in contract fulfillment, product development and business growth. Students will enhance skills to improve individual performance, project and business outcomes, and continuous improvement. This course is taught by expert and PMI-approved instructors and fulfill the PMI-required 35 contact hours of project management training.

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 transferable outside in any business environment

Agenda

1) The Project Management Mindset

This lesson level-sets students on the underpinnings of project management and agile to ensure full comprehension of the subsequent training topics.

2) Creating a High Performing Team

This lesson focuses on the people involved in making projects successful. Critical concepts to this lesson include: building a team, defining ground rules, negotiating project agreements, empowering and training team members and stakeholders, managing in a virtual environment, and building a shared understanding of project goals to drive towards project success.



3) Starting the Project

This lesson focuses on planning a project. Key concepts in this lesson include: determining appropriate project methodology and practices, planning and managing project scope, budget, and schedule, establishing quality standards, defining project activities, managing project procurement, and establishing project governance and closure practices.

4) Doing the Work

This lesson focuses on project execution. Important concepts in this lesson include: assessing and managing risk and issues, delivering business value, managing stakeholder communications, creating project artifacts, managing project changes, and planning for project continuity.

5) Keeping the Team on Track

This lesson focuses on leadership and collaboration. **Major** concepts in this lesson include: learning leadership styles to encourage team performance, supporting issue mitigation to enable the team's best work, navigating conflict management, promoting team collaboration, supporting mentorship and applying emotional intelligence.

6) Keeping the Business in Mind

This lesson focuses on project compliance and outcomes. Essential concepts in this lesson include: managing compliance requirements, evaluating and delivering project benefits and value, addressing internal and external business changes, supporting organizational change, and employing continuous process improvement.

7) Preparing for the PMP Exam (optional)

This bonus lesson focuses on getting you ready to pass your PMP exam. Review what to expect on the exam, preparation tips, application and certification maintenance guidance, and an overview of the Supplemental Study Resources available.