



# Project Management Introduction to PMI-PMP Best Practices

(2 Days, 16 Hours- 10-12 Participants)

## Training Description:

This training will take participants through the five process groups starting from initiating a project to its closure following best practices from the Program Management Institute. 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 nine knowledge areas to help students to successfully apply it back in the workplace. The net result is that participants 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. This training is delivered on site, and will benefit project managers but good for all levels of company, especially middle management.

## Training Objective

Project Management Introduction to PMI-PMP Best Practices combines a classroom approach encouraging student participation and interaction, with a series of practical exercises directly supporting the goals and learning objectives of this training. These activities increase student understanding of the material to help successfully apply it in the workplace. Participants will 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. This training is broken down into 5 process modules with a mix of activities and discussions.

## Skill Attainment

- Laying the foundation to establish a project management process.
- Establishing a basic understanding of the project management process.
- Basic understanding of common vernacular and methodologies used by the Program Management Institute Book of Knowledge (PMBok) including:
  - **The five Project Management Phases of a project management**
    1. Initiating
    2. Planning
    3. Executing
    4. Control
    5. CompletionPlus:
    - Meetings
    - Team dynamics
  - **The nine Knowledge areas of a project management**
    1. Integration Management
    2. Scope Management
    3. Time Management
    4. Cost Management



5. Quality Management
6. Human Resources Management
7. Communication Management
8. Risk Management
9. Procurement Management

- **What are the main tools and techniques for Project Management?**
- **What are the Critical Skills and Tools the leader of a project must possess?**
- **How is success defined?**
- **What are the top 3 Key metrics?**
  
- **What are key challenges of Project Management?**
  1. Selection of the project
  2. Organizational Structure
  3. Selection of Project Manager
  4. Project Manager Skills
  5. Personnel
  6. Estimating
  7. Authority
  8. Controls (timeliness)

## **Agenda:**

### **FRAMEWORK and INITIATING a PROJECT**

What makes a project a success/failure?

1. Generic Project and Project Management Life Cycles
2. Triple constraint of Cost, Scope, and Time (and Quality)
3. Organizational structures and Company Culture
4. Initiating a Project, stakeholder roles, and project management selection criteria

### **PLANNING YOUR WORK**

Create WBS

1. Schedule and Cost Baselines
2. Resource requirements
3. The role of Quality
4. Risk planning

### **EXECUTING THE PLAN**

Topics to Discuss:

1. Kickoff meeting
2. Quality Assurance
3. Acquiring the team
4. Developing and Managing the Project Team
5. Communication and Team Building

DISCUSSION: What gets in the way?

### **CONTROLLING THE PROJECT**

Topics to Discuss:

1. Managing Changes to Performance Baselines

MassMEP | 27A Midstate Dr., Suite 200, Auburn, MA 01501 | 508 831-7020 | [massmep.org](http://massmep.org)



2. Performance measurement - Gantt charts, S-curves
3. Reporting project performance

DISCUSSION: Keeping the project on track

#### **CLOSING THE PROJECT**

Topics to Discuss:

1. Administrative Closure
2. Retrospectives/Lessons learned

ACTIVITY: Class Feedback Forms