



Course 150: Project Management Skills (4 day)

Course Description...

A project is a temporary group of related tasks that create a specific product or service that solves a problem. This course relates the processes as described by the Project Management Body of Knowledge (PMBOK) in a way that allows the creation of an organizational methodology for delivering successful project results in your company.

Learning Objectives...

- How to plan and manage a project in a dynamic organization based on the principles of the PMBOK
- How to manage with just enough control, measurement and monitoring
- How to gain a handle on project size by using estimating methods
- How to use project risk evaluation methods
- How to apply people management skills including delegation, negotiation and team building
- How to identify the mechanics of structuring a project for success

Who should attend...

Audience is anyone new to the field of project management and experienced Project Managers wishing to refresh their skills.

Prerequisites...

There are no prerequisite for this course.

See next page for a detailed course outline...



Course Topics...

Introduction and Overview

Course Objectives

Unit 1: The Project in Context

Project Overview

- Why projects fail
- What is management?
- What is a project?

What is Project Management?

- Definitions
 - Integrated Project Management
- Project Management Processes
 - Project processes
 - Project groups
 - Interactions
- Management Skills

Unit 2: Analyzing the Project Environment

The Project Environment

- Who is involved in the project?
 - Project stakeholders
 - Organizational influences
- When will the project take place?
- Why is the project being done?
 - The Objectives Document
 - The Objectives Meeting
 - The Project Charter
- External Influences

Structuring the Project

- The Project Phases
- Project Life Cycle
- Define tasks and responsibilities

Unit 3: Project Planning

Project Integration Management

- Project plan development
- Initiation

Project Scope Management

- Scope planning
- Scope definition
- Work Breakdown Structure
- Scope verification
- Scope change control
- Project Dependencies



- Supplier Agreement Management
- Solicitation planning
- Contract administration
- Subcontractor management
- Test the plan

Unit 4: Project Estimating and Scheduling

Project Estimation

- Project Time Management
 - Methods
 - Creating the schedule
 - Calculating probability
- Project Cost Management
 - Resource planning
 - Analyzing resource use
 - Scheduling and costing
 - Software tools

Staying the Course

- Cost control
- Review the plan

Unit 5: Project Risk Management

Risk Management

- Risk management planning
 - Risk identification
 - Risk triggers
- Analyzing risk
 - Qualitative analysis
 - Quantitative analysis

Risk Response Planning

- Contingency plans
- Response

Risk Monitoring and Control

- Establishing controls
- Workarounds and corrective actions

Unit 6: Project Monitoring and Control

Establishing Control

- Delegation
 - Negotiating task contracts
 - Delegating the work
- Implementation

Monitoring the Project

- Monitoring
 - Performance reporting
 - Progress reporting



- Analyzing
- Correcting
- Project Termination
 - Completion
 - Administrative closure
 - Contract closure
 - Evaluation
 - Quality Management
 - Managing Quality
 - Process and product quality assurance
 - Quality planning
 - Quality assurance
 - Quality control
 - Controlling the project

Unit 7: Managing People on the Project

Personnel Management

- Project Human Resources Management
 - Organizational planning
 - Staff acquisition
- Team building

Management Skills

- Project Communication Management
 - Communication and information
 - Information distribution
- Negotiation
- Motivation

Unit 8: Reviewing the Process

Project Plan Development

Project Scope Management

Project Risk Management

Project Time Management

Project Cost Management

Project Quality Management

Project Human Resources Management

Project Subcontractor Management

Please contact your ROI representative to discuss course tailoring!!!