

Project Management Workshop

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.

Workshop Objectives:

- Define projects, project management, and project managers
- Identify the five process groups and nine knowledge areas as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment and write goals, requirements, and deliverables
- Create key project documents.
- Build a project schedule by estimating time, costs, and resources
- Understand and use the work breakdown structure
- Create project planning documents, such as a schedule, risk management plan, and communication plan
- Use planning tools, including the Gantt chart, network diagram, and RACI chart
- Establish and use baselines
- Monitor and maintain the project
- Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project



For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier
President
Mastering the Positive, LLC
Phone: (757) 962-7073
Mobile: (757) 952-8340
Visit: www.masteringthepositive.com
Email: jfraziers@cox.net



CLASS CONTENT

Module One: Getting Started

Workshop Objectives
Pre-Assignment Review

Module Two: Key Concepts (I)

What is a Project?
What is Project Management?
What is a Project Manager?

Module Three: Key Concepts (II)

About the Project Management Institute (PMI)
About the Project Management Body of Knowledge (PMBOK)
The Five Process Groups
The Nine Knowledge Areas
The Triple Constraint

Module Four: Initiation (I)

Identifying Your Stakeholders
Assessing Needs and Wants
Setting a SMART Project Goal
Creating Requirements and Deliverables

Module Five: Initiation (II)

Creating a Statement of Work
Completing the Project Planning Worksheet
Completing the Project Charter

Module Six: Planning (I)

Managing Expectations
Creating a Task List
Estimating Time
Estimating Resources
Estimating Costs

Module Seven: Planning (II)

Building the Work Breakdown Structure
Creating the Schedule
Creating a Risk Management Plan

Creating a Communication Plan

Module Eight: Planning Tools

The Gantt Chart
The Network Diagram
Using a RACI Chart
Going the Extra Mile: Microsoft Project

Module Nine: Executing the Project

Establishing Baselines
Monitoring Project Progress
Triple Constraint Reduction Methods

Module Ten: Maintaining and Controlling the Project

Making the Most of Status Updates
Managing Change
Monitoring Risks

Module Eleven: Closing Out

Preparing for Closeout
Celebrating Successes
Learning from Project Challenges
Scope Verification
A Final To-Do List

Module Twelve: Wrapping Up

Words from the Wise