

Principles and Practices of Project Management

Day One

Introductions and seminar Objectives

Projects and Project Management

The Role of the Project Manager

Project Manager Certification

Project Initiation

Defining the Project

Choosing Among Multiple Projects

Getting the Authority to Proceed

The Project Sponsor

Best Practices in Project Initiation

Case Study -- *Building a Network Diagram*

Planning the Project

Defining The Project's Scope

When Will The Project Be Done?

Quality Planning

What Is Quality?

Quality Assurance (QA) Versus Quality Control (QC)

Relevant Standards

Testing

What Needs To Be Tested?

Planning For Testing

Test Outcomes

Estimating Work and Cost

Top-Down vs. Bottom-Up Estimating

Day Two

Estimating Work And Cost (continued)

Estimating Techniques

Building a Schedule and Spending Plan

Scheduling Techniques

What's My Schedule Telling Me?

Techniques for Shortening the Schedule

Balancing Risk and Schedule Reduction

So, How Much Is This Going To Cost?—

Determining a Spending Plan

Staffing

Analyzing the Project's Needs for Resources

Working with Consultants

Contracting

Orienting, Motivating and Focusing the Team

Understanding the Communication Needs of the Stakeholders

Risk And Planning For Project Control

The Risk Management Process

The Change Management Process

Reporting

The Baseline

Best Practices in Project Planning

Case Study -- *Assembling a Communications Plan*

Executing And Controlling The Project

Tracking Work

Managing Change

Managing Risk

Managing Quality

Is Everybody Happy?--Managing People

Communicating About the Project

Re-planning

Strategies for Project Recovery

Best Practices in Project Execution and Control

Closing Out The Project

What Is Project Close-Out?

Administrative Tasks

The Project Repository

Getting Agreement the Project Is Done

Knowledge Transfer

The Impact of Close-Out on Customer Satisfaction

Best Practices in Project Close-Out

Seminar Wrap Up--Putting What We've Learned to Use

Please Call for Dates and Cost

NOTICE OF NON-DISCRIMINATION

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Equity Officer. The College's Equity Officer/ADA and Title IX Coordinator is:

Director, Human Resources
Royal Palm Hall, N-120 – Lee Campus
8099 College Parkway SW
Fort Myers, FL 33919
(239) 489-9293