

# **Department of Corporate Training**



# **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**

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