

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