

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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