

Project Management Skills for Success

Length: 4 Days

COURSE CONTENT

1: COURSE INTRODUCTION

- Building a project navigation system
- Defining the project management process
- Identifying key documents, deliverables and approvals
- Negotiating realistic constraints for project success
- Applying project management standards

2: LAUNCHING YOUR PROJECT

- Building an appropriate governance structure
- Ensuring project sponsorship and business ownership
- Gaining the support of subject matter experts
- Clarifying the role of other managers and third parties

3: DEFINING THE PROJECT

- Validating business drivers and goals
- Determining project objectives and deliverables
- Tracking and managing project issues

4: AUTHORIZING THE PROJECT

- Writing the project business case
- Developing the project charter
- Securing project approval

5: THE FIVE-STEP PLANNING PROCESS

- Identifying and estimating the work
- Working with project stakeholders
- Defining scope with Work Breakdown Structures (WBS)
- Driving the plan down to manageable tasks
- Building high-confidence estimates
- Leveraging three-point estimating to refine accuracy

6: SCHEDULING AND BUDGETING THE WORK

- Converting the WBS to precedence networks
- Determining the critical path tasks
- Calculating project duration
- Building and analyzing Gantt charts
- Using float effectively in the schedule

7: BUILDING AND LEADING THE PROJECT TEAM

- Identifying and securing project resources
- Optimizing the use of project resources
- Preparing and agreeing on task contracts
- Developing and motivating the project team
- Managing virtual and matrix teams

8: MANAGING PROJECT RISKS

- Identifying project risks and assumptions
- Creating a Risk Breakdown Structure (RBS)
- Assessing risk probabilities and impacts
- Planning appropriate responses and actions
- Using a Risk Register and Risk Distribution Graph

9: BASELINING THE PROJECT PLAN

- Developing the project change control plan
- Validating essential supporting processes
- Conducting the project health check
- Creating the project baseline
- Securing authorization to run the project

10: RUNNING THE PROJECT

- Employing the four-step project control cycle
- Avoiding the common causes of project failure
- Building a real-time feedback loop
- Managing stakeholder expectations

11: TRACKING AND MONITORING TASK PERFORMANCE

- Clarifying key metrics and data collection methods
- Utilizing the two kinds of monitoring
- Avoiding the 90%-complete trap

12: ANALYZING PROGRESS AGAINST THE BASELINE

- Tracking planned vs. actual task performance
- Projecting the impact of variation to the baseline
- Performing root cause analysis

13: CORRECTING THE PROJECT PLAN

- Implementing, correcting and optimizing strategies
- Fast-tracking the project schedule
- Crashing the critical path tasks

14: REPORTING PROJECT STATUS

- Communicating status to stakeholders
- Creating milestone reports
- Using project scorecards and dashboards

15: SUCCESSFUL PROJECT CLOSURE

- Conducting a post-project review
 - Brainstorming lessons learned
 - Closing out the project
 - Celebrating your project success
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