Project Management Essentials Training

Description

Introduction

This course is designed to present the basics of project management with a focus on understanding project management terms, project selection, planning, estimating, scheduling, and earned value management. If you are new to projects or been assigned to projects and need to understand how to manage the project, this is the course for you. This course will also cover the highlights of quality, risk and procurement. You will leave this course with a full understanding of what project management is and how to manage a successful project.

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This course will feature:

- Review & understanding of common project management practices.
- Hands on experience with the project charter, scope statement, & earned value management.
- Appraisal of projects using project selection techniques, project chartering & gathering requirements
- Understand project management tools & procedures that can be implemented to improve or establish formal project management methodologies

Objectives

- Understand the fundamentals of project management – the ability to initiate, plan & execute basic controls for a project
- Understand the techniques of project planning and how to deliver one
- Understand how to define project success using key performance indicators & quality metrics
- Identifying risks and understanding the advantages of various types of contracts
- Understand how to control, manage and close a project to your customers satisfaction

Content

Day One

Project Management Basics, History, Benefits and Components

- Understanding what project management is
- Defining project and product life cycles
- Understanding Best Practice Project Management
- How to Initiate a Project: – How to do it
- Managing the project selection process
- Writing SMART objectives and business cases

Practical Exercise: Creating SMART objectives

Project Exercise: Project Selection exercises

Day Two

Project Planning, Charters, Work Breakdown Structures and Scope Statements

- Developing the project documentation for senior management sign-offs,
- Defining the project management
- Understand how to collect requirements
- Defining the full project scope
- Creating and analysing the project with Work Breakdown Structures

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Practical Exercise: Writing the Project Charter

Practical Exercise: Gathering Requirements

Practical Exercise: Creating the Work Breakdown Structure

Practical Exercise: Writing the Scope Statement

Day Three

Creating and Managing the Project Schedule and Budget

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimizing the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources

Practical Exercise: Network diagramming practice

Practical Exercise: Create, sequence activities and determine duration estimations

Practical Exercise: Complete analogous, parametric and three-point estimating

Day Four

Planning for Quality, HR, Communications, Risk and Procurement

- Defining and controlling project KPI's / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams
- Understanding and reviewing project risk
- Managing the project contract against project constraints

Practical Exercise: Create quality project metrics

Practical Exercise: Conduct a project meeting

Practical Exercise: Risk Management project exercise

Day Five

Working, controlling and closing the project

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- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion
- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what

Practical Exercise: Create end course lessons learned