



Learning Centre

"Your Project Management Knowledge Connection"

Collaborators In Knowledge Inc.

Tel: 604-461-0104

eMail: learning@CIKI.ca

Project Management Essentials Workshop Outline 3 Days / 21 PDUs



PROJECT MANAGEMENT ESSENTIALS - WORKSHOP OUTLINE

Workshop Overview

Poor project planning and controlling are two key reasons projects fail. This valuable course looks at the total project management process: from planning and organizing to implementing and closing, with special emphasis on project planning and controlling. It will detail the stages and processes of controlling scope, quality, time and cost while at the same time managing risk at every stage of the process. The course will also emphasize the human factors that play an important role in every project.

This workshop follows the Project Management Institute's (PMI®) industry standards.

Workshop Benefits

- Comprehend project management terms and definitions
- Understand the roles & relationships of the project manager, sponsor, steering committee and key stakeholders
- Become familiar with The PMI's Project Management Framework, Processes and Knowledge Areas
- Recognize how projects evolve and how to manage changes along the way
- Plan and execute projects by establishing positive project procedures and practices that encompass the full life cycle of a project
- Use collaborative processes to plan and execute projects
- Monitor and control project scope, quality, time, costs and risk
- Set realistic budgets and schedules
- Ensure stakeholder satisfaction throughout the project life cycle
- Build and organize an effective project team
- Employ good communication to reduce potential conflicts and ensure smooth project flow
- Lead and inspire project team members
- Improve team synergy using creative problem-solving and lateral thinking techniques

Jump-start your project with our workshop, incorporate one of your current projects and use it as the business case throughout the workshop.

Workshop Format

This hands-on workshop employs a dynamic mix of a self-assessment **questionnaires** and action-learning team simulated **exercises** of "real-world" business and project environments that will provide you with practical experience in performing the key functions of project management. In addition, **hand-outs** are provided for reference, dialogue sessions and **reviews** are conducted for experience and idea sharing, and guided feedback from the Workshop Leader to reinforce learning.

During the workshop each team plans a project using the tools and techniques presented in the workshop, enabling participants to experience the process of collaborative planning and see its effectiveness firsthand. This format will enable you to immediately apply basic project management skills back at work.

Workshop Take-Aways

- Project Management Essentials Workbook
- Hand-Outs and Templates
- Certificate of Completion
- **21 PMI® Professional Development Units (PDUs)**
- Website & Book References

Who Should Attend?

This workshop is intended for new project managers and those who are currently or about to be involved in projects of any size and type. It is also for experienced project managers who want a refresher on project management concepts, tools and techniques, in order to enhance their ability to effectively manage projects.

The Workshop is very hands-on, hence it is limited to a maximum of 16 participants.

Inquire About Our Customized Workshop Solutions

If your business requires confidentiality or a tailored approach to your business, a customized approach is available. Call us at 604-461-0104, or email learning@ciki.ca.



PROJECT MANAGEMENT ESSENTIALS - WORKSHOP OUTLINE

INTRODUCTION

- Introductions
- Workshop Rules
- Workshop Agenda
- Workshop Format
- Workshop Objectives

UNDERSTANDING THE FUNDAMENTALS OF PROJECT MANAGEMENT – THE FRAMEWORK – PMI®

- What is a Project and a Program
- Projects vs. Operational Work
- What is Project Management
- Why is Project Management Required
- What Makes Projects Successful
- The Project Phases and Life Cycle

PROJECT MANAGEMENT PROCESSES – PMI®

- Initiating: creating feasibility studies vs. project charters
- Planning: building work breakdown structures and developing supporting schedules, budgets, risk registers and communications matrices
- Executing: managing scope changes, risks and issues
- Monitoring and Controlling: assessing, measuring and reporting on performance
- Closing: seeking financial and contract settlement, formal acceptance, assessing project success, transitioning to the support organization

PROJECT MANAGEMENT KNOWLEDGE AREAS – PMI®

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management
- Procurement Management

BUILDING THE TEAM – ORGANIZING FOR EFFECTIVENESS

- Key Project Roles and Relationships
- Organizational Planning – Building Project Teams

MANAGING THE PROJECT TEAM – INTERPERSONAL SKILLS

- Leading, Motivating and Influencing
- Communicating and Negotiating
- Managing Conflicts
- Synergistic Problem Solving
- Lateral Thinking Techniques

WORKSHOP CONCLUSION

- Project Challenges
- Tips to Remember
- Opportunities for Improvement
- Website & Book References