

PROJECT MANAGEMENT TRAINING

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COURSE LENGTH: 2.0 DAYS

Utilising PMBOK, a global standard for managing projects, this 2-day Project Management training course will give you an overview of the entire project management process, as well as covering key project management tools that can be used every day.

The importance of delivering business results to specification, on time and within budget, is critical to the success of any project. And that is exactly what professional project management skills enable you to do - even if it is not officially called a 'project'. The ability to successfully manage projects from beginning to end, no matter their size, is a highly desirable skill in today's workplace.

In this course you'll learn required skills like estimating and scheduling as well as how to produce project-related documentation like project plan worksheets, charters and communication plans. Learn how to use planning tools like Gantt and RACI charts, establish baselines and much more.

This dynamic course by PD Training is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide,, Canberra and Perth.

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PROJECT MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

In the past few decades, organisations have discovered that the principles used to create enormous successes in large projects can be applied to projects of any size. As a result, many employees are expected to understand project management techniques and how to apply them to projects of all sizes and time frames.

The project management role is arguably one of the most challenging of roles within the project team. As the project progresses through its various life cycle stages, project managers must be able to adapt themselves to the changing demands of the project and the team.

Effective and efficient Project Managers will ensure project success and help organisations and individuals exceed stakeholder expectations. This workshop will introduce participants to the entire project management process, as well as key project management tools and principles that can be used every day.

OUTCOMES

After completing this course participants will be able to:

- Define projects, project management, and project managers
- Identify the importance of PMBOK and PMI
- Examine the five process groups & nine knowledge areas as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment & write goals, requirements & deliverables
- Create key project documents including a statement of work, project plan worksheet & project charter
- Build a project schedule, estimating time, costs & resources
- Master the work breakdown structure
- Create project planning documents including a schedule, a risk management plan & a communication plan
- Use planning tools including the Gantt chart, network diagram & RACI chart
- Establish and use baselines
- Monitor and maintain a project
- Perform basic project management tasks including leading status meetings
- Manage and complete all documents at the end of a project

MODULES

Lesson 1: Getting Started

- Workshop Objectives

Lesson 2: Key Concepts - Part One

- What is a Project?
- What is Project Management?
- What is a Project Manager?

Lesson 3: Key Concepts - Part Two

- About the Project Management Institute (PMI)
- About the Project Management Body Of Knowledge (PMBOK)
- The Five Process Groups
- The Nine Knowledge Areas
- The Triple Constraint

Lesson 4: Initiation - Part One

- Identifying Your Stakeholders
- Assessing Needs and Wants
- Setting a SMART Project Goal
- Creating Requirements and Deliverables

Lesson 5: Initiation - Part Two

- Creating a Statement of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

Lesson 6: Planning - Part One

- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs

Lesson 7: Planning - Part Two

- Building the Work Breakdown Structure
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- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

Lesson 8: Planning Tools

- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Going the Extra Mile: Microsoft Project

Lesson 9: Executing the Project

- Establishing Baselines
- Monitoring Baseline Variances
- Schedule Reduction Methods

Lesson 10: Maintaining and Controlling

- Making the Most of Status Updates
- Managing Change
- Monitoring Risks

Lesson 11: Closing Out

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

Lesson 12: Wrapping Up

- Words from the Wise
- Your Notebook

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