

## Practical Project Management in Today's Complex World

**Course Code:** 1300

**Course Duration:** 3 days

Whether you are new to project management, have managed projects for a while and know there is a better way, a team member ready to take on new responsibilities or a stakeholder wanting a better understanding of the process, this is the course for you! *Practical Project Management in Today's Complex World* effectively combines lecture and discussion with hands-on application of proven project management principles, tools and techniques through case studies that relate the skills you learn to the real world.

**Course Description:** This three-day, instructor-led, training class is designed to introduce participants to the essential processes, tools and techniques of the project management discipline through lectures, exercises and case studies. Throughout the course, participants will define, manage, control and close a project. This course effectively combines real-world experience with industry best practices to offer a tested approach to manage projects of all sizes, and is aligned with PMI-based principles. This is not the more theoretical or academic approach often presented in training classes. Participants will receive a course manual, exercises with sample solutions, and soft copy templates. Approximately 40% of the time is spent applying the lessons through exercises.

### Topics List:

- Project management terminology
- Stakeholder management
- Triple Constraint model
- Flexibility Matrix
- Scope definition
- Work breakdown structure
- Is / Is Not Tables
- Schedule development
- Cost management
- Risk management
- Quality control
- Issues log
- Change control
- Reporting
- People Styles
- Lessons learned

### Outline

1. Project Management Foundations
  - a. What is project management
  - b. Project vs. project management life cycle
  - c. Importance of project phases
  - d. Stakeholders
  - e. Projects and programs
  - f. Triple constraint model
  - g. Flexibility matrix
  - h. Project documents

2. Project Scope Management
  - a. In Scope and out of scope
  - b. Success criteria
  - c. Work breakdown structure (WBS)
  - d. Is / Is Not Table
3. Project Schedule Management
  - a. Schedule management plan
  - b. Define project activities
  - c. Using a network diagram
  - d. Estimating resources and durations
  - e. Time reserves
  - f. Building a realistic schedule
4. Project Cost Management
  - a. Building the budget
  - b. Budget baseline
  - c. Budget reserves
5. Project Risk Management
  - a. Identify and document risks
  - b. Risk prioritization
  - c. Risk response strategies
  - d. Risk terms
  - e. Build a generic risk plan
6. Project Quality Management
  - a. Quality themes and terms
  - b. Quality costs
  - c. Quality tools
7. Project Change Control
  - a. Change control process
  - b. Change log
  - c. Issues log
  - d. Managing change events
  - e. Analyzing project schedule for impacts
  - f. Budget changes
8. Reporting and Communication
  - a. Communication plan
  - b. Reporting formats
  - c. Project status report
9. Leadership
  - a. People styles
  - b. Strengths and weaknesses
  - c. Leveraging people styles to communicate

10. Closing a Project
  - a. Close project or phase
  - b. Administrative and contract closure activities
  - c. Lessons learned
  - d. Project closure survey
- A. Appendix A: Exercises and Sample Templates
  - a. Scope definition
  - b. WBS deliverables
  - c. WBS activities
  - d. Is / Is Not tables
  - e. Generic risk register
  - f. Cause and effect
  - g. Managing change events
  - h. Analyze network diagram
  - i. Complete the communication plan
  - j. Applying people styles
  - k. Closure survey
  - l. Sample templates
- B. Appendix B: Sample solutions

**Who Should Attend:** Project managers, team members, subject matter experts, executives, senior managers, resources managers, and functional managers.